Association of College & Research Libraries
50 E. Huron St. Chicago, IL 60611
800-545-2433, ext. 2523
acrl@ala.org, http://www.acrl.org

Draft Budget & Finance Committee and Board of Directors Action Form

To: ACRL Board of Directors
ACRL Budget & Finance Committee

Subject: ACRL and Choice FY21 Budget

Submitted by: Carolyn Henderson Allen, ACRL Budget and Finance Committee Chair

Date submitted: July 29, 2020

BACKGROUND:

Note: *Due to a late-breaking update, the FY21 budget was revised to include decreased projected revenue for ALA JobLIST. This change increased ACRL's total net deficit by $33,100. The ACRL Budget & Finance Committee and ACRL Board were both notified of this change on August 12, 2020. The numbers included in the Board virtual vote packet reflect the late-breaking adjustment for JobLIST revenues.*

The ACRL Budget and Finance Committee discussed the FY21 budget during its June 2020 virtual meetings. The budget presented in June 2020 included changes made since the committee reviewed during its meetings held at the 2020 ALA Midwinter Meeting in Philadelphia. Based on recommendations from the Committee and Board made in January, ACRL staff reviewed and updated the FY21 budget again before the April 8, 2020 Spring Board Virtual Meeting. Further edits (FYI-3, FYI-4) were made before the June 2020 virtual meeting based on the impact of COVID-19. During the June 2020 virtual meetings, the Committee and Board discussed further potential edits (Doc 4.0, Doc 4.1) to the FY21 budget.

Typically, in June, the Committee makes a recommendation to the ACRL Board for next year's budget, and the ACRL Board approves at the ALA Annual Conference. An overview of ACRL's budget planning process can be found on the Board Manual LibGuide. Given the fluidity of information about the impact of COVID-19 on the FY21 budget, the Board and Committee decided during the June 2020 virtual meetings to postpone approving the FY21 budget to late summer. As directed by B&F and the Board, staff updated the ACRL FY21 budget (Doc 2.0, Doc 2.1) with the proposed cost savings (Doc 4.0, Doc 4.1) that were presented at the June virtual meetings. After the June meetings, changes were also made to the Choice budget (Doc 3.0, Doc 3.1). Since June, an additional 3 days of furlough for all of ALA staff was added to the FY21 budget as a cost savings. ACRL does not anticipate any new data or instructions from ALA in August.

ACRL	Midwinter 2020	Spring 2020	June 2020	August 2020	% Change June to August
Total Revenues	$5,114,171	$5,095,557	$3,929,775	$3,889,775	-1%
Total Expenses	$5,299,392	$5,189,937	$4,620,662	$4,463,739	-3%
Total ALA Overhead		$852,563	$677,972	$672,672	-1%
Net	($185,221)	($94,380)	($690,887)	($573,964)	17%

Choice	Midwinter 2020	Spring 2020	June 2020	August 2020	% Change June to August
Total Revenues	$2,513,535	$2,517,441	$2,458,566	$2,382,519	-3%
Total Expenses	$2,545,859	$2,527,623	$2,410,825	$2,375,977	-1%
Net	($32,324)	($10,182)	$47,741	$6,541	-86%

To ensure that the ALA Executive Board and ALA Budget Analysis & Review Committee (BARC) can review ALA's total budget in early September 2020, the ACRL Board and B&F will need to take virtual action in August with the following schedule:

- **ACRL Budget & Finance Committee**
  - Aug 3 – Aug 6: B&F virtual discussion
  - Aug 7 – Aug 13: B&F virtual vote
- **ACRL Board of Directors**
  - Aug 14 – Aug 24: Board virtual discussion (note: staff unavailable due to furlough Aug 16-22)
  - Aug 25 – Aug 28: Board virtual vote

Because staff are unable to answer questions for much of the Board discussion period, I encourage Board members to ask questions, informally on the Board listserv, during the time B&F is holding virtual discussion and vote earlier in August.

Please note that budgeted total expenses may vary slightly from the final budget approved by the ALA Executive Board in Fall 2020. This variance results from the way ALA's budgeting software manages salaries and benefits. Benefits are calculated as part of total salaries. Previously, each unit's salaries and benefits were self-contained and any changes only affected that unit. ALA's current software has salaries and benefits integrated across all of ALA. If a salary in another unit changes, the benefits are recalculated across ALA. This means that total benefit expenses will change affecting the final total expense. It should be relatively small, but the Board should be aware of this possible variance.

Draft Action (B&F):

That the ACRL Budget and Finance Committee approves to recommend to the ACRL Board of Directors the ACRL FY21 budget with:

- ACRL Revenues $3,929,775
- ACRL Expenses $4,470,639
- ACRL NET ($540,864)

- Choice Revenues $2,382,519
- Choice Expenses $2,375,977
- Choice NET $6,541

Draft Action (Board):

Note: the discrepancy between the B&F and Board action ACRL FY21 budget is due to the late-breaking adjustment for JobLIST.

That the ACRL Board of Directors approves the Budget and Finance Committee's recommendation for the ACRL FY21 budget with:

- ACRL Revenues $3,889,775
- ACRL Expenses $4,463,739
- ACRL NET ($573,964)

- Choice Revenues $2,382,519
- Choice Expenses $2,375,977
- Choice NET $6,541

IF PERTINENT: Have other stakeholders been consulted?

STRATEGIC GOAL AREA SUPPORTED:

☐ **Value of Academic Libraries**
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ **Student Learning**
Goal: Librarians transform student learning, pedagogy, and instructional practices through creative and innovative collaborations.

☐ **Research and Scholarly Environment**
Goal: Librarians accelerate the transition to a more open system of scholarship.

☒ **Enabling Programs and Services**
ACRL programs, services, and publications that target education, advocacy, and member engagement.

FISCAL AND STAFFING IMPACT:

MOTION: ☐ Above recommendation moved ☐ No motion made ☐ Motion revised (see motion form)

ACTION TAKEN: ☐ Motion Approved ☐ Motion Defeated ☐ Other: _____

Project Exec Summ-Wksht

	A	S	T	U	V	W	X	Y
1	8/13/2020 10:03	FY2015	FY2016	FY2017	FY2018	FY2019	2020	2021
2	Sources of Revenue	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
3	ACRL Historical Executive Summary							
4								
5								
6	BEGINNING RESERVE LEVELS:							
7	Reserve Sept. 1: Op. Reserve Fund	$4,324,706	$5,002,115	$4,389,385	$4,687,946	$3,430,260	$3,311,824	$2,388,583
8	Reserve Sept. 1: LTI Fund	$3,040,256	$3,127,525	$3,567,882	$4,180,025	$4,956,786	$4,954,515	$5,203,665
9	Reserve Sept. 1: *CHOICE* Op. Reserve Fund	$3,017,507	$2,884,451	$2,648,059	$2,533,295	$2,926,294	$2,571,979	$2,562,758
10	Reserve Sept. 1: *CHOICE* LTI Fund	$895,640	$848,318	$849,196	$880,574	$572,349	$538,536	$506,051
11								
12	Subtotal	$11,278,109	$11,862,409	$11,454,522	$12,281,840	$11,885,689	$11,376,854	$10,661,057
13								
14	MEMBERSHIP DUES AND OTHER					ACTUAL		
15	Dues	$654,494	$638,368	$638,573	$609,906	$598,848	$611,284	$354,335
16	Standards, Licensing Fees	$21,694	$90,859	$84,152	$2,704	$38,714	$14,000	$850
17	Advisory	$0	$0		$27,050	$33,490	$88,500	$42,500
18	Misc. Donations	$87,269	$1,000	$3,500	$0	$0	$0	$0
19	Awards	$14,200	$16,300	$16,300	$17,450	$20,750	$16,600	$19,600
20	Special Events	$18,210	$20,966	$21,729	$31,282	$34,887	$15,125	$15,125
21	Diversity Alliance	$0	$0	$17,450	$25,500	$29,930	$24,000	$27,090
22	Project Outcome	$0	$0	$0	$0	$37,250	$0	$2,500
23	Subtotal	$795,867	$767,493	$781,704	$713,892	$793,870	$769,509	$462,000
24	PUBLICATIONS							
25	*CHOICE*	$3,017,391	$2,892,974	$2,940,494	$2,813,283	$2,520,863	$2,645,629	$2,382,519
26	*C&RL*	$19,060	$17,531	$21,142	$14,758	$16,054	$16,200	$15,700
27	*C&RL News*	$585,773	$523,076	$648,554	$569,964	$613,958	$564,657	$360,932
28	*RBM*	$39,923	$37,831	$34,661	$22,871	$29,870	$27,373	$26,907
29	Nonperiodical Publications	$313,551	$374,752	$288,126	$388,475	$338,897	$379,380	$262,290
30	Library Statistics	$103,934	$113,360	$129,540	$116,797	$123,554	$157,809	$120,397
31	Applied Research (REAL)	$0	$0	$0	$0	$0	$0	$0
32								
33	Subtotal	$4,079,632	$3,959,524	$4,062,517	$3,926,148	$3,643,197	$3,791,048	$3,168,745
34								
35	EDUCATION							
36	Institutes & Liscensed Workshops	$321,036	$344,038	$277,048	$421,728	$308,921	$355,624	$295,780
37	ACRL Conference	$2,670,947	($23,000)	$2,815,296	$36,635	$2,549,663	($24,000)	$2,067,620
38	Preconferences & RBMS Conference	$264,380	$281,374	$238,601	$265,297	$223,245	$218,895	$185,971
39	Annual Conference & MW Programs	$17,400	$15,200	$16,300	$19,350	$14,000	$16,000	$16,000
40	Web-CE	$150,413	$164,808	$118,027	$121,416	$103,698	$90,570	$76,178
41								
42	Subtotal	$3,424,176	$782,420	$3,465,272	$864,426	$3,199,528	$657,089	$2,641,549
43								
44	FUNDED PROJECTS							
45	IMLS Grant (47) - Restricted	$91,920	$8,587	$0	$0	$0	$0	$0
46	IMLS Grant - Cost Share	$0	$0	$0	$0	$0	$0	$0
47								
48	SPECIAL PROGRAMS							
49	Friends of ACRL-Restricted	$35,677	$38	$66,070	($9,737)	$0	$30,640	$30,640
50	Friends of ACRL-Operating	$0	$0	$0	$0	$0	$0	$0
51								
52	TOTAL REVENUE	$8,299,675	$5,509,437	$8,309,493	$5,504,466	$7,636,595	$5,217,646	$6,272,294
53	*CHOICE* Revenue	$3,017,391	$2,892,974	$2,940,494	$2,813,283	$2,520,863	$2,645,629	$2,382,519
54								
55	TOTAL REV. W/O *CHOICE*	$5,282,284	$2,616,463	$5,368,999	$2,691,183	$5,115,731	$2,572,017	$3,889,775
56								
57								
58	ACRL Conference Revenue	$2,670,947	($23,000)	$2,815,296	$36,635	$2,549,663	($24,000)	$2,067,620
59	Total Rev. w/o ACRL Conference	$2,611,337	$2,639,463	$2,553,704	$2,654,548	$2,566,068	$2,596,017	$5,957,395

Project Exec Summ-Wksht

	A	S	T	U	V	W	X	Y
60		FY 2015	FY2016	FY2017	FY2018	FY2019	2020	2021
61	OBJECT OF EXPENSE	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
62								
63	MEMBERSHIP ACTIVITIES							
64	Membership Services*	$185,781	$178,523	$157,152	$200,336	$49,671	($34,945)	$28,130
65	Exec. Ctte. & Board	$194,933	$215,838	$190,578	$212,181	$232,282	$220,391	$144,926
66	Advisory	$77,494	$58,191	$111,170	$100,632	$60,706	$81,226	$52,844
67	Standards Distribution	$5,429	$13,059	$10,190	$15,293	$8,592	$13,569	$3,753
68	Discussion Groups	$0	0	$0	$0	$0	$0	$0
69	Awards	$36,752	$43,133	$38,163	$47,571	$48,676	$47,490	$48,160
70	Chapters	$23,079	$16,278	$10,417	$27,541	$18,636	$31,943	$18,897
71	Committees	$132,232	$125,106	$109,318	$153,752	$134,130	$158,862	$120,872
72	Sections	$88,182	$123,051	$94,308	$128,865	$117,292	$130,338	$110,169
73	*C&RL* Over Revenue	$43,871	$48,271	$44,455	($38,594)	$32,209	$41,100	$35,531
74	*C&RL News* Over Revenue	$0	$0	$0	$82,825	$0	$18,931	$138,255
75	Liaisons to Higher Ed. Organizations	$47,059	$59,040	$51,730	$43,951	$41,205	$55,009	$28,838
76	Special Events	$27,256	$23,167	$32,306	$36,513	$40,849	$22,508	$20,955
77	Information Literacy	$45,090	$69,517	$51,071	$37,333	$44,503	$15,510	$8,076
78	Scholarly Communications	$58,245	$89,076	$71,476	$119,856	$155,076	$138,426	$77,871
79	Value of Academic Libraries	$18,687	$109,902	$109,776	$118,069	$57,851	$97,154	$34,977
80	Government Relations	$26,282	$23,139	$36,459	$56,668	$42,629	$52,694	$32,472
81	Scholarships	$77,595	$27,315	$81,270	$40,845	$82,580	$43,000	$102,000
82	Annual Conference Programs	$52,767	$42,725	$43,920	$35,012	$41,123	$57,992	$49,080
83	New Roles & Changing Landscapes	$0	$0	$0	$13,896	$7,236	$18,226	$7,731
84	Diversity Alliance	$0	$0	$16,429	$32,770	$42,920	$65,878	$55,578
85	Project Outcome	$0	$0	$0	$49,690	$247,565	$206,697	$73,437
86	Subtotal	$1,140,734	$1,265,331	$1,260,188	$1,515,005	$1,505,733	$1,481,999	$1,192,552
87								
89	SPECIAL PROJECTS							
92	Friends of ACRL-Restricted	$0	$38	$66,070	($9,737)	$67,820	$0	$60,000
93	Friends of ACRL-Operating	$84,180	$36,380	$60,245	$65,357	$129,998	$54,952	$118,987
94								
95	Subtotal	$84,180	$36,418	$126,315	$55,620	$197,818	$54,952	$178,987
96								
97	PUBLICATIONS							
98	*CHOICE*	$3,150,447	$3,129,366	$3,055,258	$2,945,284	$2,698,854	$2,654,850	$2,375,977
99	*C&RL*	$19,060	$17,531	$21,142	$14,758	$16,054	$16,200	$15,700
100	*C&RL News*	$446,431	$424,675	$429,039	$404,314	$550,606	$564,657	$360,932
101	*RBM*	$32,739	$36,592	$32,744	$28,477	$19,622	$22,566	$19,579
102	Nonperiodical Publications	$259,236	$289,149	$256,695	$330,329	$223,970	$334,923	$236,141
103	Library Statistics	$86,501	$85,675	$82,569	$70,310	$147,932	$94,895	$80,383
104	Applied Research (REAL)	$0	$0	$0	$0	$0	$0	$0
105								
106	Subtotal	$3,994,414	$3,982,988	$3,877,448	$3,793,472	$3,657,038	$3,688,091	$3,088,712
107								
108	EDUCATION							
109	Institutes & Liscensed Workshops	$281,964	$317,591	$279,929	$222,813	$293,394	$343,682	$303,136
110	ACRL Conference	$1,909,873	$214,672	$2,166,094	$238,096	$2,093,753	$298,286	$1,908,030
111	Preconferences & RBMS Conference	$248,583	$199,903	$179,508	$243,900	$203,473	$208,690	$173,716
112	Web-CE	$65,714	$90,401	$51,415	$76,078	$49,631	$74,408	$54,583
113								
114	Subtotal	$2,506,134	$822,567	$2,676,945	$780,887	$2,640,251	$925,066	$2,439,465
115								
116	FUNDED PROJECTS							
117	IMLS Grant Cost Share (12) - Operating	$29,849	$1,293	$870	$0	$0	$0	$0
118								
119	IMLS Grant (47) - Restricted	$91,920	$8,587	$0	$0	$0	$0	$0
120	Unallocated Admin					$0		
121	TOTAL EXPENSES	$7,755,311	$6,108,559	$7,875,696	$6,154,721	$7,933,021	$6,150,108	$6,839,716
122	CHOICE EXPENSES	$3,150,447	$3,129,366	$3,055,258	$2,945,284	$2,698,854	$2,654,850	$2,375,977
123								
124	TOTAL EXP. w/o CHOICE	$4,604,875	$2,979,193	$4,820,438	$3,423,870	$5,234,168	$3,495,258	$4,463,739
125								
126	TOTAL EXP. w/o CHOICE or ACRL Conference	$2,727,689	$2,764,521	$2,654,344	$3,185,774	$3,140,414	$3,196,971	$2,555,709

Project Exec Summ-Wksht

	A	S	T	U	V	W	X	Y
127		FY 2015	FY2016	FY2017	FY2018	FY2019	2020	2021
128		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
129								
130	Net w/o CHOICE	$677,409	($362,730)	$548,561	($732,687)	($118,436)	($923,241)	($573,964)
131	CHOICE Net	($133,056)	($236,392)	($114,764)	($132,001)	($177,990)	($9,221)	$6,542
132	Transfer CHOICE LTI to ACRL LTI; FY19: Open Choice Write Down	$0	$0	$0	$350,000	($176,324)	$0	$0
133	Transfer ACRL Operating to CHOICE for OER	$0	$0	$0	$525,000	$0	$0	$0
134	CHOICE Ending Operating Balance	$2,884,451	$2,648,937	$2,533,295	$2,926,294	$2,571,979	$2,562,758	$2,569,300
135								
136		$0	$0					
137	Ending ACRL oper. reserve balance	$5,002,115	$4,389,385	$4,687,946	$3,430,260	$3,311,824	$2,388,583	$1,814,619
138	Mandated Operating Reserve	$829,968	$863,292	$886,316	$933,236	$989,273	$1,028,604	$1,060,858
139								
140	Added to/Transferred from ACRL LTI Fund from Operating	$150,000	$250,000	$250,000	$0	($125,000)	$0	$0
141	Interest, Gains, Losses for ACRL LTI	($62,733)	$190,358	$362,143	$426,761	$122,730	$249,151	$286,202
142	Interest, Gains, Losses for CHOICE LTI	($47,322)	$878	$31,378	$41,774	$9,027	$10,355	$27,833
143	ACRL LTI Ending Balance	$3,127,523	$3,567,883	$4,180,025	$4,956,786	$4,954,515	$5,203,665	$5,489,866
144	CHOICE LTI Ending Balance	$848,318	$849,196	$880,574	$572,349	$538,536	$506,051	$533,883

Project Strategic Exec Sum

	A	B	G	H	I	J	K	L	M
1	8/13/2020 10:03		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY2020	FY2021
2	ACRL Historical Executive Summary		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
3									
4	STRATEGIC PRIORITIES								
5	1. Value of Academic Libraries								
6	Val Initiative -3703	Revenue	$0	$0	$0	$0	$37,250	$0	$0
7		Expense	$17,021	$29,642	$109,776	$118,069	$57,851	$97,154	$34,977
8		Net	($17,021)	($29,642)	($109,776)	($118,069)	($20,601)	($97,154)	($34,977)
9	Project Outcome - 3712	Revenue	$0	$0	$0	$0	$37,250	$0	$2,500
10		Expense	$0	$0	$0	$49,690	$247,565	$206,697	$73,437
11		Net	$0	$0	$0	($49,690)	($210,315)	($206,697)	($70,937)
12	Assessment in Action - 3707, 3806	Revenue	$0	$66,000	$0	$0	$0	$0	$0
13		Expense	$1,666	$80,260	$0	$0	$0	$0	$0
14		Net	($1,666)	($14,260)	$0	$0	$0	$0	$0
15	Subtotal Revenues 1		$0	$66,000	$0	$0	$74,500	$0	$2,500
16	Subtotal Expenses 1		$18,687	$109,902	$109,776	$167,759	$305,416	$303,851	$108,414
17	Subtotal Net 1		($18,687)	($43,902)	($109,776)	($167,759)	($230,916)	($303,851)	($105,914)
18	2. Student Learning								
19	Information Literacy -3711	Revenue	$0	$19,491	$0	$0	$0	$0	$0
20		Expense	$45,090	$88,224	$51,071	$37,333	$44,503	$15,510	$8,076
21		Net	($45,090)	($68,733)	($51,071)	($37,333)	($44,503)	($15,510)	($8,076)
22	IIL Immersion National -3830	Revenue	$180,281	$191,842	$165,303	$232,048	$222,065	$184,714	$204,575
23		Expense	$158,267	$170,301	$162,173	$222,813	$212,324	$183,745	$199,649
24		Net	$22,014	$21,541	$3,130	$9,235	$9,741	$969	$4,926
25	IIL Immersion Regional - 3832	Revenue	$16,200	$0	$45,950	$0	$0	$0	$0
26		Expense	$11,257	$0	$38,486	$0	$0	$0	$0
27		Net	$4,943	$0	$7,464	$0	$0	$0	$0
28	IIL Immersion Assessment -3836	Revenue	$80,055	$80,705	$0	$0	$0	$0	$0
29		Expense	$75,739	$78,924	$0	$0	$0	$0	$0
30		Net	$4,316	$1,781	$0	$0	$0	$0	$0
31	Immersion Licensing -3834	Revenue	$44,500	$52,500	$0	$0	$0	$22,500	$25,000
32		Expense	$36,701	$49,659	$848	$0	$3,750	$16,491	$15,003
33		Net	$7,799	$2,841	($848)	$0	($3,750)	$6,009	$9,997
34	Subtotal Revenues 2		$321,036	$344,538	$211,253	$232,048	$222,065	$207,214	$229,575
35	Subtotal Expenses 2		$327,054	$387,108	$252,578	$260,146	$260,577	$215,746	$222,728
36	Subtotal Net 2		($6,018)	($42,570)	($41,325)	($28,098)	($38,512)	($8,532)	$6,847
37	3. Research and Scholarly Environment								
38	Scholarly Communications -3702	Revenue	$8,000	$10,000	$10,000	$10,000	$9,856	$10,000	$0
39		Expense	$58,245	$89,076	$71,476	$119,856	$155,076	$138,426	$77,871
40		Net	($50,245)	($79,076)	($61,476)	($109,856)	($145,220)	($128,426)	($77,871)
41	Subtotal Revenues 3		$8,000	$10,000	$10,000	$10,000	$9,856	$10,000	$0
42	Subtotal Expenses 3		$58,245	$89,076	$71,476	$119,856	$155,076	$138,426	$77,871
43	Subtotal Net 3		($50,245)	($79,076)	($61,476)	($109,856)	($145,220)	($128,426)	($77,871)
44	4. New Roles and Changing Landscapes								
45	New Roles and Changing Landscapes -3403	Revenue			$0	$0	$0	$0	$0
46		Expense			$3,887	$13,896	$7,236	$18,226	$7,731
47	Subtotal Revenues 4		$0.00	$0	$0	$0	$0	$0	$0
48	Subtotal Expenses 4		$0.00	$0	$3,887	$13,896	$7,236	$18,226	$7,731
49	Subtotal Net 4		$0.00	$0	($3,887)	($13,896)	($7,236)	($18,226)	($7,731)
50									
51	Subtotal Revenues STRATEGIC PRIORITIES		$329,036	$420,538	$221,253	$242,048	$306,421	$217,214	$232,075
52	Subtotal Expenses STRATEGIC PRIORITIES		$403,986	$586,086	$437,717	$561,657	$728,305	$676,249	$416,744
53	Subtotal Net STRATEGIC PRIORITIES		($74,950)	($165,548)	($216,464)	($319,609)	($421,884)	($459,035)	($184,669)
54									

Project Strategic Exec Sum

	A	B	G	H	I	J	K	L	M
1	8/13/2020 10:03		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY2020	FY2021
2	ACRL Historical Executive Summary		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
55	ENABLING PROGRAMS & SERVICES								
56	Member Engagement								
57	** Membership -3200	Revenue	$646,245	$638,265	$638,573	$609,906	$598,848	$611,284	$354,335
58		Expense	$185,781	$178,523	$157,152	$200,336	$49,671	($34,945)	$28,130
59		Net	$460,464	$459,742	$481,421	$409,570	$549,177	$646,229	$326,205
60	Board/Exec. Ctte. -3201	Revenue	$0	$0	$0	$0	$0	$0	$0
61		Expense	$194,933	$215,838	$190,578	$212,181	$232,282	$220,391	$144,926
62		Net	($194,933)	($215,838)	($190,578)	($212,181)	($232,282)	($220,391)	($144,926)
63	Advisory Services -3203	Revenue	$86,269	$72,425	$82,350	$27,050	$33,490	$88,500	$42,500
64		Expense	$77,494	$58,191	$111,170	$100,632	$60,706	$81,226	$52,844
65		Net	$8,775	$14,234	($28,820)	($73,582)	($27,216)	$7,274	($10,344)
66	Awards -3206	Revenue	$14,200	$16,300	$16,300	$17,450	$20,750	$16,600	$19,600
67		Expense	$36,752	$43,133	$38,163	$47,571	$48,676	$47,490	$48,160
68		Net	($22,552)	($26,833)	($21,863)	($30,121)	($27,926)	($30,890)	($28,560)
69	Chapters -3207	Revenue	$0	$0	$0	$0	$0	$0	$0
70		Expense	$23,079	$16,278	$10,417	$27,541	$18,636	$31,943	$18,897
71		Net	($23,079)	($16,278)	($10,417)	($27,541)	($18,636)	($31,943)	($18,897)
72	Committees -3250	Revenue	$303	$7	$1,000	$0	$0	$0	$0
73		Expense	$132,232	$125,106	$105,432	$153,752	$134,130	$158,862	$120,872
74		Net	($131,929)	($125,099)	($104,432)	($153,752)	($134,130)	($158,862)	($120,872)
75	Sections -3275	Revenue	$8,946	$596	$2,500	$3,550	$0	$0	$0
76		Expense	$88,182	$123,051	$94,308	$128,865	$117,292	$130,338	$110,169
77		Net	($79,236)	($122,455)	($91,808)	($125,315)	($117,292)	($130,338)	($110,169)
78	Equity, Diverstiy & Inc. -3402, 3838	Revenue	$0	$0	$17,450	$25,500	$29,930	$24,000	$27,090
79		Expense	$77,595	$27,315	$97,699	$73,615	$125,500	$108,878	$157,578
80		Net	($77,595)	($27,315)	($80,249)	($48,115)	($95,570)	($84,878)	($130,488)
81	Friends of ACRL -3831	Revenue	$0	$0	$0	$0	$0	$0	$0
82		Expense	$84,180	$36,380	$60,245	$65,357	$129,998	$54,952	$118,987
83		Net	($84,180)	($36,380)	($60,245)	($65,357)	($129,998)	($54,952)	($118,987)
84	Section Special Events -3833	Revenue	$18,210	$20,966	$21,729	$31,282	$34,887	$15,125	$15,125
85		Expense	$27,256	$23,167	$32,306	$36,513	$40,849	$22,508	$20,955
86		Net	($9,046)	($2,201)	($10,577)	($5,231)	($5,962)	($7,383)	($5,830)
87	ACRL Excellence Fund -3837	Revenue	$0	$0	$0	$0	$0	$0	$0
88		Expense	$0	$0	$0	$0	$0	$0	$0
89		Net	$0	$0	$0	$0	$0	$0	$0
90	*Formerly used for Scholarships (moved to EDI)*	Revenue	$0	$0	$0	$0	$0	$0	$0
91		Expense	$0	$0	$0	$0	$0		$0
92		Net	$0	$0	$0	$0	$0		$0
93	Discussion Groups -3205	Revenue	$0	$0	$0	$0	$0	$0	$0
94		Expense	$0	$0	$0	$0	$0	$0	$0
95		Net	$0	$0	$0	$0	$0	$0	$0
96	Section Newsletters -3309	Revenue	$0	$0	$0	$0	$0	$0	$0
97		Expense	$0	$0	$0	$0	$0	$0	$0
98		Net	$0	$0	$0	$0	$0	$0	$0
99	Subtotal Revenues Member Engagement		$759,973	$748,559	$779,902	$714,738	$717,905	$755,509	$458,650
100	Subtotal Expenses Member Engagement		$890,732	$846,982	$897,470	$1,046,363	$957,740	$821,643	$821,518
101	Subtotal Net Member Engagement		($130,759)	($98,423)	($117,568)	($331,625)	($239,835)	($66,134)	($362,868)
102									

Project Strategic Exec Sum

	A	B	G	H	I	J	K	L	M
1	8/13/2020 10:03		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY2020	FY2021
2	ACRL Historical Executive Summary		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
103	Publications								
104	*Trends & Statistics -3202*	Revenue	$103,934	$113,360	$129,540	$116,797	$123,554	$157,809	$120,397
105		Expense	$86,501	$85,675	$82,569	$70,310	$147,932	$94,895	$80,383
106		Net	$17,433	$27,685	$46,971	$46,487	($24,378)	$62,914	$40,014
107	*ACRL Standards -3204*	Revenue	$13,694	$8,434	$1,802	$2,704	$1,464	$4,000	$850
108		Expense	$5,429	$13,059	$10,190	$15,293	$8,592	$13,569	$3,753
109		Net	$8,265	($4,625)	($8,388)	($12,589)	($7,128)	($9,569)	($2,903)
110	*C&RL*- 3300	Revenue	$19,060	$17,531	$21,142	$14,758	$16,054	$16,200	$15,700
111		Expense	$62,931	$65,802	$65,598	$53,352	$48,263	$57,300	$51,231
112		Net	($43,871)	($48,271)	($44,456)	($38,594)	($32,209)	($41,100)	($35,531)
113	*C&RL News* - 3302	Revenue	$585,773	$523,076	$648,554	$569,964	$613,958	$564,657	$360,932
114		Expense	$446,431	$424,675	$429,039	$487,139	$550,606	$583,588	$499,187
115		Net	$139,342	$98,401	$219,515	$82,825	$63,352	($18,931)	($138,255)
116	*RBM* - 3303	Revenue	$39,923	$37,831	$34,661	$22,871	$29,870	$27,373	$26,907
117		Expense	$32,739	$36,592	$32,744	$21,400	$19,622	$22,566	$19,579
118		Net	$7,184	$1,239	$1,917	$1,471	$10,248	$4,807	$7,328
119	Non-Periodical Pubs -3400	Revenue	$313,551	$374,752	$288,126	$388,475	$338,897	$379,380	$262,290
120		Expense	$259,236	$289,149	$256,695	$330,329	$223,970	$334,923	$236,141
121		Net	$54,315	$85,603	$31,431	$58,146	$114,927	$44,457	$26,149
122	REAL - Applied Research - 3401	Revenue	$0	$0	$0	$0	$0	$0	$0
123		Expense	$0	$0	$0	$0	$0	$0	$0
124		Net	$0	$0	$0	$0	$0	$0	$0
125	*CHOICE* -3900	Revenue	$3,017,391	$2,892,974	$2,940,494	$2,813,283	$2,520,863	$2,645,629	$2,382,519
126		Expense	$3,150,447	$3,129,366	$3,055,258	$2,945,284	$2,698,854	$2,654,850	$2,375,977
127		Net	($133,056)	($236,392)	($114,764)	($132,001)	($177,991)	($9,221)	$6,542
128	Subtotal Revenues Publications		$4,093,326	$3,967,958	$4,064,319	$3,928,852	$3,644,660	$3,795,048	$3,169,595
129	Subtotal Expenses Publications		$4,043,714	$4,044,318	$3,932,093	$3,923,107	$3,697,839	$3,761,691	$3,266,251
130	Subtotal Net Publications		$49,612	($76,360)	$132,226	$5,745	($53,179)	$33,357	($96,656)
131									
132	Subtotal Rev Pub w/out CHOICE		$1,075,935	$1,074,984	$1,123,825	$1,115,569	$1,123,797	$1,149,419	$787,076
133	Subtotal Exp Pub w/out CHOICE		$893,267	$914,952	$876,835	$977,823	$998,985	$1,106,841	$890,274
134	Subtotal Net Pub w/out CHOICE		$182,668	$160,032	$246,990	$137,746	$124,812	$42,578	($103,198)
135									
136	Education								
137	RBMS Regional Workshops -3209	Revenue	$0	$0	$0	$0	$0	$0	$0
138		Expense	$0	$0	($1)	$0	$0	$0	$0
139		Net	$0	$0	$0	$0	$0	$0	$0
140	Web CE -3340***	Revenue	$150,413	$164,808	$118,027	$121,416	$103,698	$90,570	$76,178
141		Expense	$65,714	$90,401	$51,415	$76,078	$49,631	$74,408	$54,583
142		Net	$84,699	$74,407	$66,612	$45,338	$54,067	$16,162	$21,595
143	Licensed Workshops -3341	Revenue			$55,795	$179,680	$77,000	$148,410	$66,205
144		Expense			$78,422	$144,325	$77,320	$143,446	$88,484
145		Net		$0	($22,627)	$35,355	($320)	$4,964	($22,279)
146	Midwinter Workshops -3700	Revenue	$13,275	$0	$0	$0	$0	$0	$0
147		Expense	$17,901	$0	$0	$0	$0	$0	$0
148		Net	($4,626)	$0	$0	$0	$0	$0	$0
149	RBMS Conference -3800	Revenue	$231,570	$203,174	$230,061	$257,422	$223,245	$207,609	$185,971
150		Expense	$205,406	$185,476	$170,544	$233,825	$187,146	$198,030	$173,716
151		Net	$26,164	$17,698	$59,517	$23,597	$36,099	$9,579	$12,255

Project Strategic Exec Sum

	A	B	G	H	I	J	K	L	M
1	8/13/2020 10:03		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY2020	FY2021
2	ACRL Historical Executive Summary		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
152	Natl Conference 17/21 - 3808	Revenue	$0	($23,000)	$2,815,296	$0	$0	($24,000)	$2,067,620
153		Expense	$17,994	$186,467	$2,112,515	$41,801	$46,042	$268,334	$1,876,298
154		Net	($17,994)	($209,467)	$702,781	($41,801)	($46,042)	($292,334)	$191,322
155	National Conference 15/19 - 3801	Revenue	$2,670,947	$0	$0	$36,635	$2,549,663	$0	$0
156		Expense	$1,891,879	$28,205	$53,579	$196,295	$2,047,712	$29,952	$31,732
157		Net	$779,068	($28,205)	($53,579)	($159,660)	$501,951	($29,952)	($31,732)
158	Annual Conf. Precons -3811	Revenue	$19,535	$12,200	$8,540	$7,875	$0	$11,286	$0
159		Expense	$25,276	$14,427	$8,964	$10,075	$16,327	$10,660	$0
160		Net	($5,741)	($2,227)	($424)	($2,200)	($16,327)	$626	$0
161	Annual Conf. Programs -3835	Revenue	$17,400	$15,200	$16,300	$15,800	$14,000	$16,000	$16,000
162		Expense	$52,767	$42,725	$43,920	$35,012	$41,123	$57,992	$49,080
163		Net	($35,367)	($27,525)	($27,620)	($19,212)	($27,123)	($41,992)	($33,080)
164	IMLS Grant Cost Share -3708	Revenue	$0	$0	$0	$0	$0	$0	$0
165		Expense	$29,849	$1,293	$870	$0	$0	$0	$0
166		Net	($29,849)	($1,293)	($870)	$0	$0	$0	$0
167	WESS International Confernece - 3827	Revenue	$0	$0	$0	$0	$0	$0	$0
168		Expense	$0	$0	$0	$0	$0	$0	$0
169		Net	$0	$0	$0	$0	$0	$0	$0
173	Subtotal Revenues Education		$3,103,140	$372,382	$3,244,019	$618,828	$2,967,606	$449,875	$2,411,974
174	Subtotal Expenses Education		$2,306,786	$548,994	$2,520,228	$737,411	$2,465,301	$782,822	$2,273,893
175	Subtotal Net Education		$796,354	($176,612)	$723,791	($118,583)	$502,305	($332,947)	$138,081
176									
177	Advocacy								
178	Government Relations-3704	Revenue	$0	$0	$0	$0	$0	$0	$0
179		Expense	$26,282	$23,139	$36,459	$56,668	$42,629	$52,694	$32,472
180		Net	($26,282)	($23,139)	($36,459)	($56,668)	($42,629)	($52,694)	($32,472)
181	Council of Liaisons -3501	Revenue	$0	$0	$0	$0	$0	$0	$0
182		Expense	$47,059	$59,040	$51,730	$43,951	$41,205	$55,009	$28,838
183		Net	($47,059)	($59,040)	($51,730)	($43,951)	($41,205)	($55,009)	($28,838)
184	Technology Summit - 3208*	Revenue	$0	$0	$0	$0	$0	$0	$0
185		Expense	$0	$0	$0	$0	$0	$0	$0
186		Net	$0	$0	$0	$0	$0	$0	$0
187	Subtotal Revenues Advocacy		$0	$0	$0	$0	$0	$0	$0
188	Subtotal Expenses Advocacy		$73,341	$82,179	$88,189	$100,619	$83,834	$107,703	$61,310
189	Subtotal Net Adcocacy		($73,341)	($82,179)	($88,189)	($100,619)	($83,834)	($107,703)	($61,310)
190									
191	Subtotal Rev ENABLING PROGRAMS & SERVICES		$7,956,439	$5,509,437	$8,309,493	$5,504,466	$7,636,592	$5,217,646	$6,272,294
192	Subtotal Exp ENABLING PROGRAMS & SERVICES		$7,314,573	$6,108,559	$7,875,697	$6,369,157	$7,933,019	$6,150,108	$6,839,716
193	Subtotal Net ENABLING PROGRAMS & SERVICES		$641,866	($599,122)	$433,796	($864,691)	($296,427)	($932,462)	($567,422)
194									
195	Subtotal Rev ENABLING PROGS & SERVS W/O CHOICE		$4,939,048	$2,616,463	$5,368,999	$2,691,183	$5,115,729	$2,572,017	$3,889,775
196	Subtotal Exp ENABLING PROGS & SERVS W/O CHOICE		$4,164,126	$2,979,193	$4,820,439	$3,423,873	$5,234,165	$3,495,258	$4,463,739
197	Subtotal Net ENABLING PROGS & SERVS W/O CHOICE		$774,922	($362,730)	$548,560	($732,690)	($118,436)	($923,241)	($573,964)
198									
199			FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2019	FY2021
200			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
201	TOTAL: Revenue including *CHOICE*		$8,285,475	$5,509,437	$8,309,493	$5,504,466	$7,636,592	$5,217,646	$6,272,294
202	TOTAL: Expenses including *CHOICE*		$7,718,559	$6,108,559	$7,875,697	$6,369,157	$7,933,019	$6,150,108	$6,839,716
203	TOTAL: Net including *CHOICE*		$566,916	($599,122)	$433,796	($864,691)	($296,427)	($932,462)	($567,422)
204									
205									
206	TOTAL: Revenue W/O *CHOICE*		$5,268,084	$2,616,463	$5,368,999	$2,691,183	$5,115,732	$2,572,020	$3,889,775
207	TOTAL: Expenses W/O *CHOICE*		$4,568,123	$2,979,193	$4,820,439	$3,423,870	$5,234,168	$3,495,261	$4,463,739
208	TOTAL: Net W/O *CHOICE*		$699,961	($362,730)	$548,560	($732,687)	($118,436)	($923,241)	($573,964)
209									
210	% OF TOTAL REVENUE W/O CHOICE								
211	Strategic Priorities		6%	16%	4%	9%	6%	8%	6%
212	Member Engagement		14%	29%	15%	27%	14%	29%	12%
213	Education		59%	14%	60%	23%	58%	17%	62%
214	Publications		20%	41%	21%	41%	22%	45%	20%
215	Advocacy		0%	0%	0%	0%	0%	0%	0%
216			100%	100%	100%	100%	100%	100%	100%
217									

Project Strategic Exec Sum

	A	B	G	H	I	J	K	L	M
1	8/13/2020 10:03		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY2020	FY2021
2	ACRL Historical Executive Summary		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
218	% OF TOTAL EXPENSES W/O CHOICE								
219	Strategic Priorities		9%	20%	9%	16%	14%	19%	9%
220	Member Engagement		19%	28%	19%	31%	18%	24%	18%
221	Education		50%	18%	52%	22%	47%	22%	51%
222	Publications		20%	31%	18%	29%	19%	32%	20%
223	Advocacy		2%	3%	2%	3%	2%	3%	1%
224			100%	100%	100%	100%	100%	100%	100%
225									
226	% OF TOTAL NET W/O CHOICE								
227	Strategic Priorities		-11%	46%	-39%	44%	356%	50%	32%
228	Member Engagement		-19%	27%	-21%	45%	203%	7%	63%
229	Education		114%	49%	132%	16%	-424%	36%	-24%
230	Publications		26%	-44%	45%	-19%	-105%	-5%	18%
231	Advocacy		-10%	23%	-16%	14%	71%	12%	11%
232			100%	100%	100%	100%	100%	100%	100%
233									
234	CHOICE -3900	Revenue	$3,017,391	$2,892,974	$2,940,494	$2,813,283	$2,520,863	$2,645,629	$2,382,519
235		Expense	$3,150,447	$3,129,366	$3,055,258	$2,945,284	$2,698,854	$2,654,850	$2,375,977
236		Net	($133,056)	($236,392)	($114,764)	($132,001)	($177,991)	($9,221)	$6,542
237									
238	* The total expenses for the Technology Summit include an additional $25,000 in expenses that are not reflected in the project budget as $25,000 of ACRL LTI interest was allocated to this strategic initiative.								
239	** 2008 actual contains $400 in expenses previously unreported due to an accounting misallocation.								
240	*** ACRL embraces the use of information technology in the deliver of its Web-CE courses.								
241									

DEFINITIONS

242 Lines 41-43: Show the subtotal of all ACRL Strategic Priority projects' Revenue, Expense, and Net Revenue.

243 Lines 86-88: Show the subtotal of all Member Services projects' Revenue, Expense, and Net Revenue.

Lines 153-155: Show the subtotal of all Professional Development projects' Revenue, Expense, and Net Revenue.

244 Line 115-117: Shows the subtotal of all Publications projects' Revenue, Expense, and Net Revenue.

Line 167-169: Shows the subtotal of all Advocacy projects' Revenue, Expense, and Net Revenue.

245 Lines 181-183: Show the total of all ACRL projects' Revenue, Expense, and Net Revenue. Line 181, Total Revenue is equal to the sum of lines 41, 86, 115, 153, and 167. Lines 182 and 183 are calculated similarly.

246 Lines 186-188: Show the total of all ACRL projects' Revenues, Expenses, and Net Revenues w/o CHOICE Revenue, Expense or Net Revenue. Line 186, total ACRL Revenue w/o CHOICE is equal to line 181, the Total of all ACRL projects' Revenue, minus line 214, CHOICE Revenue. Line 187 and 188 are calculated similarly.

247 Lines 190-195: Show the Subtotal of Revenues for Strategic Priorities, Member Services, Professional Development, Publications (w/o CHOICE), and Advocacy as a percentage of Total ACRL Revenues w/o CHOICE. Line 191, Strategic Priorites (% of Total Revenue) is equal to line 41, Subtotal of Strategic Priority Revenue, divided by line 186, Total Revenue w/o CHOICE. Lines 192-195 are calculated similarly.

248 Lines 198-203: Show the Subtotal of Expenses for Strategic Priorities, Member Services, Professional Development, Publications (w/o CHOICE), and Advocacy as a percentage of Total ACRL Expenses w/o CHOICE. Line 199, Strategic Priorities (% of Total Expense) is equal to line 42, Subtotal of Strategic Priority Expense, divided by line 187, Total Expense w/o CHOICE. Lines 200-203 are calculated similarly.

249 Lines 206-211: Show the Subtotal of Net Revenues for Strategic Priorities, Member Services, Professional Development, Publications (w/o CHOICE), and Advocacy as a percentage of Total ACRL Net Revenues w/o CHOICE. Line 207, Strategic Priorites (% of Total Net Revenue) is equal to line 43, Subtotal of Strategic Priority Net Revenue, divided by line 188, Total Net Revenue w/o CHOICE.

250

251

252

ACRL FY21 Budget

Project 0000-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL	8/13/2020							
3	PROJECT:	GENERAL AND ADMINISTRATIVE							
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
8	TOTAL								
9	EXPENSE								
10	5000	Salaries & Wages	($32,954)	($12,759)	($2,208)	($1,780)	($4,872)	$9,341	$6,279
11	5001	Temp Employees-In-House	$6,315	$3,236	$2,180	$0	$2,195	$2,500	$2,500
12	5002	Overtime/Wages	$5,675	$3,668	$0	$1,780	$2,607	$2,875	$1,500
13	5009	Accrued Vacation	$0	$0	0	$0	$0	$0	0
14	5010	Employee Benefits	$0	$0	$0	$0	$0	$2,928	$2,093
15	5016	Prof Memberships	$1,710	$1,405	$2,052	$3,022	$1,094	$2,480	$2,000
16	5100	Temp Employee/Outside	$6,704	$0	$0	$0	$0	$0	$0
17	5110	Professional Services	$14,260	$5,855	$28	$0	$0	$0	$0
18	5122	Bank Service Fees	$0	$0	0	$0	$0	$0	0
19	5140	Repairs/Maintenance	$0	$14	$0	$0	$49	$100	$100
20	5150	Messenger Service	$225	$273	$136	$371	$83	$300	$300
21	5210	Transportation	$6,063	$5,428	$4,677	$7,972	$3,918	$6,000	$4,300
22	5212	Lodging & Meals	$2,980	$4,182	$6,915	$4,901	$1,815	$4,800	$3,400
23	5214	Entertainment	$0	$0	$0	$0	$128	$0	0
24	5216	Business Meetings	$1,662	$1,661	$1,019	$826	$420	$1,000	$750
25	5300	Facilities Rent	$0	$0	0	$0	$0	$0	0
26	5301	Conference Equipment Rent	$491	$0	$603	$0	$0	$100	$100
27	5302	Meal Functions	$418	$7,793	$1,253	$1,256	$1,612	$1,000	$1,000
28	5303	Exhibits	$68	$0	$0	$0	$0	$0	$0
29	5304	Speaker/Guest Expenses	$0	$0	$0	$0	$0	$0	0
30	5306	Awards	$0	$0	$0	$0	$0	$0	0
31	5310	Computer Rental/Internet Co	$0	$0	$0	$0	$0	$0	0
32	5350	Program Allocation	$603	$0	$0	$0	($400)	$0	$0
33	5401	Typesetting/Comptn-O/S	$0	$0	$0	$0	$0	$0	$0
34	5402	Printing-O/S	$1,892	$1,900	$2,224	$852	$1,512	$2,000	$1,600
35	5403	Binding-O/S	$0	$0	$0	$0	$0	$0	0
36	5404	Design Service-O/S	$0	$0	$0	$0	$0	$0	$0
37	5410	Mail Service-O/S	$0	$0	$225	$0	$0	$0	0
38	5411	Advertising/Space	$0	$0	$0	$0	$0	$0	$0
39	5413	Mail List Rental	$0	$0	$0	$0	$0	$0	0
40	5414	Supplies/Production	$0	$0	$0	$0	$345	$0	0
41	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	$0	0
42	5420	Copyright Fees	$0	$0	$0	$0	$0	$0	$0
43	5430	Web Operating Expenses	$3,817	$4,220	$3,120	$710	$1,749	$6,076	$4,000
44	5431	Webminars/Webcasts/Web (	$0	$0	$0	$0	$72	$0	0
45	5030	Staff Recruitment/Relocation	$0	$431	$712	$0	$0	$0	$0
46	5031	Staff Development	$14,414	$7,324	$15,075	$17,520	$16,191	$18,000	$17,000
47	5500	Supplies/Operating	$4,179	$2,586	$2,355	$3,041	$1,105	$3,500	$3,000
48	5501	Equipment/Software-Minor	$1,272	$2,957	$3,098	$2,239	$6,831	$3,000	$7,717
49	5502	Ref Matls/Periodicals	$0	$0	$0	$0	$0	$0	$0
50	5520	Equipment Rental/Lease	$0	$0	$0	$0	$0	$0	$0
51	5522	Telephone & Fax/O/S	$1,006	$821	$734	$791	$996	$800	$770
52	5523	Postage & E-Mail/O/S	$0	$33	$10	$1,759	$603	$100	$1,000
53	5530	Depr/Furn & Equipment	$0	$0	$0	$0	($0)	$1,000	$1,000
54	5540	Royalty Expense	$0	$0	$230	$51	$0	$0	0
55	5560	Organization Support/Contrib	$0	$0	$5,000	$0	$0	$0	$0
56	5599	Misc. Expense	($200,066)	($48,367)	($59,111)	($49,602)	($42,522)	($60,424)	($54,452)
57	5902	IUT-ITTS	$0	$0	0	$0	$0	$0	0
58	5904	Transfer to/from Endowment	$150,000	$0	0	$0	$0	$0	0
59	5905	IUT-Telephone	$1,782	$2,145	$2,163	$1,826	$1,553	$2,000	$0
60	5909	IUT-Dist. Center	$546	$524	$532	$688	$552	$750	$750
61	5910	IUT-Repro.	$6,937	$4,672	$6,979	$1,777	$2,367	$2,500	$2,000
62	5941	IUT-CHOICE	$0	$0	$0	$0	$0	($12,726)	($8,707)
63	5999	IUT-Misc.	$0	$0	$0	$0	$0	$0	0
64	TOTAL DIRECT EXPENSES		($1)	$2	$1	$0	$0	$0	$0
65									
66	NET		$0	$0	$0	$0	($0)	$0	$0

ACRL FY21 Budget

Project 0000

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**0000**		
4		**Project Name:**	**Administration**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8					
9			**Total Revenues**		**0**
10	5000	Salaries & Wages	Salaries: Memo only; will be allocated to programs at year end.	1,042,652	
11	5001	Temp Employees-In-House			
12	5002	Overtime/Wages	Anticipated overtime for ALA Conferences plus 15% benefits. Adjusted based on actual.	1,500	
13	5010	Employee Benefits	Benefits of Line 5000 & 5002. Memo only: will be allocated to programs at year end.	347,596	
14	5000	Salaries & Wages	Portion of ACRL salaries allocated to CHOICE, @ % of total ACRL salaries listed in the salary matrix.		6,279
15	5001	Temp Employees-In-House	Interns/temporary employees in lieu of full time administrative assistant. (intern staffing @ 10 hours/week ($14/hr) for 12 months = $14,560)		2,500
16	5002	Overtime/Wages	Anticipated overtime for ALA Conferences plus 15% benefits		1,500
17	5010	Employee Benefits	Benefits of line 5000 for Choice supported portion based on time study		2,093
18	5016	Prof Memberships	ASAE ($325) memberships for Exec. Director. Assn. Forum memberships for 6 exempt staff ($175 ALA discounted rate), PCMA ($360), MPI ($370), AFP ($370). Reduced based on past actuals.		2,000
19	5100	Temp Employee/Outside			0
20	5110	Professional Services	Contract support as needed.		0
21	5140	Repairs/Maintenance	Shared		100
22	5150	Messenger Service	Messenger service		300
23	5210	Transportation	Travel expenses for Executive Director to meet with non-liaison associations, potential donors, governmental agencies and to conduct association business (Choice site visits); 4 flights at ($400); and local transportation $100 each trip. $2,300 for travel to IFLA. Staff travel for association business.		4,300
24	5212	Lodging & Meals	Lodging and meals for Executive Director when on business for association; 4 trips avg 1 night each ($250 sleeping room, internet, taxes) and meals for Executive Director ($50 per diem) 4 trips avg 2 days each. $2,000 for IFLA attendance.		3,400
25	5216	Business Meetings	Business meetings and registration fees.		750
26	5301	Conference Equipment Rental	Conference equipment rental		100
27	5302	Meal Functions	Meal Functions - Group meals Executive Director hosts to conduct association business during travel.		1,000

Project 0000

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**0000**		
4		**Project Name:**	**Administration**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
31	5402	Printing-O/S	Outside printing of ACRL letterhead, envelopes, business cards, etc. @ $1,300 -Share of ACRL Briefing Book (1/3 of $700)		1,600
32	5404	Design Service-O/S	Design service		0
33	5411	Advertising/Space	Advertising/space for recruitment		0
34	5420	Copyright Fees	General Copyright Fees		0
35	5430	Web Operating Expenses	Domain name fees for acrl.org and acrlog.xxx ($300), bulk email provider (now provided by ALA), survey software subscription (SurveyMonkey or other, $336), Skype ($350/year). Zoom $2184 for 12 months (Zoom Pro account at $72 and Pro Webinar 1000 at $2040).		4,000
36	5030	Staff Recruitment/Relocation			0
37	5031	Staff Development	Staff Development for area workshops and seminars; 1.5% of staff salaries and the $10,000 extra per Executive Committee action to increase ways in which ACRL can reward staff performance. Reduced in this budget to base on historical actuals.		17,000
38	5500	Supplies/Operating	Supplies for the ACRL office. Includes computer supplies and paper, and specialized materials for office operations.		3,000
39	5501	Equipment/Software-Minor	Minor equipment and computer software costing. Est. financial software licenses: $2,500. Volunteer system: $1,500. Adobe Creative Cloud Suite: $3717.		7,717
40	5502	Ref Matls/Periodicals	Reference materials and subscriptions to professional journals.		0
41	5520	Equipment Rental/Lease			0
42	5522	Telephone & Fax/O/S	Reimbursement for Remote Access at ALA MW & AC. MW: 3 staff * 35 = $140. AC: 5 staff * 35 = $210. ED cell reimbursement: 12 * 35 = $420.		770
43	5523	Postage & E-Mail/O/S	Postage		1,000
44	5530	Depr/Furn & Equipment	Depreciation		1,000
45			From depr worksheet. Placeholder pending updates from ALA Finance.		
46	5560	Organization Support/Contrib.	ACRL contribution to the LTI fund: shown on Exec. Summary		
47	5599	Misc. Expense	Portion of ACRL operating expenses allocated to CHOICE at same % as salary matrix	335	-54,452
48			Reverse out charges to projects (memo includes CHOICE amount)	-54,787.00	
49	5905	IUT-Telephone	IUT telephone; ALA moving to VoIP		0
50	5909	IUT-Dist. Center	IUT distribution		750
51	5910	IUT-Repro.	IUT reprographics		2,000
52	5941	IUT-CHOICE	Transfer from CHOICE		-8,707
53			**Total Expenses**		**0**
54			**Net**		**0**

Project 3200-H

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL PROJECT: MEMBERSHIP SERVICES & RECRUITMENT								
3									
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	REVENUE								
8	4000	Dues/Personal	$642,750	$634,905	$635,258	$606,636	$595,758	$532,441	$295,672
9	4001	Dues/Organizational	$0	$0	$0	$0	$0	$75,660	$55,648
10	4002	Dues-Special	$0	$0	$0	$0	$0	$0	$0
11	4003	Dues Life Members-Cu	$3,375	$3,240	$3,195	$3,150	$2,985	$3,063	$2,910
12	4004	Dues-Cont. Members a	$120	$120	$120	$120	$105	$120	$105
13	4163	Advertising/Online	$0	$0	0	$0	$0	0	0
14	4610	Comm/Online Advertis	$0	$0	0	$0	$0	0	0
15	4490	Misc. Fees/Revenues	$0	$0	0	$0	$0	0	0
16	4429	Overhd-exempt Rev./D	$0	$0	0	$0	$0	0	0
17									
18	TOTAL		$646,245	$638,265	$638,573	$609,906	$598,848	$611,284	$354,335
19									
20	EXPENSES								
21	5000	Salaries & Wages	$48,692	$71,141	$47,110	$57,764	$59,484	$62,273	$52,800
22	5001	Temp Employees-In-H	$0	$0	$0	$0	$0	0	0
23	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
24	5010	Employee Benefits	$13,901	$21,110	$14,395	$17,329	$18,303	$19,523	$17,602
25	5110	Professional Services	$45,510	$33,569	$43,429	$54,740	$24,222	$5,000	$16,800
26	5122	Bank Service Fees	$13,688	$13,708	$15,624	$13,420	$14,383	$12,226	$10,276
27	5150	Messenger Service	$0	$0	0	$0	$0	0	0
28	5210	Transportation	$0	$0	0	$0	$12	0	0
29	5212	Lodging & Meals	$0	$0	0	$0	$777	0	0
30	5216	Business Meetings	$0	$0	0	$0	$0	0	0
31	5300	Facilities Rent	$0	$0	0	$0	$0	0	0
32	5301	Conference Equipmen	$0	$0	0	$0	$0	0	0
33	5302	Meal Functions	$8,861	$4,363	$4,722	$4,206	$9,793	$4,465	$8,000
34	5303	Exhibits	$0	$0	0	$0	$0	0	0
35	5350	Program Allocation	$32,723	$20,130	$20,352	$37,605	$37,594	$10,000	$47,000
36	5401	Typesetting/Comptn-O	$0	$0	$0	$0	$0	$0	$0
37	5402	Printing-O/S	$5,731	$5,880	$4,421	$3,703	$4,764	$4,500	$4,500
38	5404	Design Service-O/S	0	$0	0	$0	$0	0	0
39	5410	Mail Service-O/S	$152	$0	$25	$0	$0	$0	$0
40	5430	Web Operating Expen	$0	$1,149	$1,199	$89	$0	$0	$0
41	5500	Supplies/Operating	$1,939	$2,378	$1,238	$6,298	$1,228	$200	$1,250
42	5501	Equipment/Software-M	$0	$0	$0	$1,693	$25	$0	$0
43	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$550
44	5530	Depr/Furn & Equipmer	$223	$197	$204	$194	$405	0	0
45	5560	Organization Support/(	$0	$0	$0	$0	$0	$0	$0
46	5599	Misc. Expense	$10,784	$3,676	$2,944	$2,377	$2,153	$3,044	$2,817
47	5902	IUT-ITTS	$495	$495	$360	$405	$405	$405	$405
48	5904	Transfer to/from Endov	$0	$0	$0	$0	-$125,000	-$157,096	($135,000)
49	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
50	5909	IUT-Dist. Center	$462	$478	$346	$355	$547	$355	$550
51	5910	IUT-Repro.	$1,545	$249	$784	$159	$576	$160	$580
52	5999	IUT-Misc.	$0	$0	0	$0	$0	0	0
53									
54	TOTAL DIRECT EXPENSES		$184,706	$178,523	$157,152	$200,336	$49,671	-$34,945	$28,130
55									
56	NET		$461,539	$459,742	$481,421	$409,570	$549,177	$646,229	$326,205

Project 3200

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3200**		
4		**Project Name:**	**Membership Services & Recruitment**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4000	Dues/Personal	Personal memberships in August 2019 totalled 9,313 (excludes 206 non-dues paying members in FY19). As a non-conference year also affected by the COVID-19 pandemic, FY20 personal membership is projected to decrease 8% from FY19 to 8,568 (of which 8,368 are paying members). Students represent 11.1% (928) of personal (paying) members and retired members represent 3.9% (330). Total cash receipts: (7,310 x $68 = $497,080)+ (330 x $44 = $14,520) + (928 x $5 = $4,640) = $516,240. This is the number used to calculate FY20 deferred revenue which appears in the first quarter of FY21. Four of the 12 months of 2020 are part of FY21 (Sept.-Dec.). Therefore, 95% of 4/12 of the 2020 dues are deferred in FY20 (.335 x $516,240) = $172,940.		$295,672
9			Personal memberships in FY2021 are expected to decrease over the FY20 level by 8% to 7,883 (of which 7,683 are paying members). Total cash receipts: (6,501 x $68 = $442,068) + (307 x $44 = $13,508) + (875 x $5 = $4,375) = $459,951. Eight of the 12 months of 2021 are part of FY2022 (Jan.-Aug.). Therefore, 8/12 (or .667) of the 2021 dues are recognized in FY2021 (the rest, or 4/12 (or.333), is deferred: 8/12 of $459,951 = $306,787.		
10			Reduce projected revenues by 5% to account for variance of when member dues are received		
11	4001	Dues/Organizational	Organizational members for 2020 are expected to decline by 12.5% (79) from 2019 total (551 x $125 = $68,875). Four months (Sept.-Dec. 2020) are part of FY2021. 4/12 of $68,875 = $23,073.		$55,648
12			Organizational members for 2021 are expected to decline by 12.5% (69) from 2020. Total cash receipts: 482 X $125 = $60,250. Eight of the 12 months of 2021 are part of FY21 (Jan.-Aug.). Therefore, 8/12 (or .667) of the dues are recognized in FY21 (the rest or 4/12 [or .333] are deferred to FY21) 8/12 of $60,250 = $40,187.		

Project 3200

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3200**		
4		**Project Name:**	**Membership Services & Recruitment**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
13			Org revenues minus 3% factor to account for varying renewal times = $1,739.		
14	4002	Dues-Special	Special Member Dues, based on 2019 actual		$0
15	4003	Dues Life Members-Current	Life member dues revenues. In August 2021, life dues are expected to total $2,910 which is a 2.5% decrease from FY19.		$2,910
16	4004	Dues-Cont. Members & Div Trf	Continuing members dues revenues. In August 2021, continuing member dues are expected to total $105 which no change from FY19.		$105
17			**Total Revenues**		**$354,335**

Project 3200

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3200**		
4		**Project Name:**	**Membership Services & Recruitment**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
18	5000	Salaries & Wages	Salaries calculated % of ACRL total salaries detailed in the salary matrix		$52,800
19	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		$17,602
20	5110	Professional Services	Consultant costs: $10,000 for focus groups at ACRL Conference; $6,800 for Media Llama videos at 2021 ACRL Conference.		$16,800
21	5122	Bank Service Fees	Bank service fees (2.9% of dues)		$10,276
22	5302	Meal Functions	First-Time Attendee Orientation at ACRL 2021 ($8,000)		$8,000
23					
24	5350	Program Allocation	Strategic initiatives ($25,000) Three Emerging Leader sponsorship ($1,000 x 3 = $3,000); Exhibits at Annual Conference only $5,000 Support for 2 Spectrum Scholars ($14,000).		$47,000
25	5401	Typesetting/Comptn-O/S			$0
26	5402	Printing-O/S	Outside printing of *C&RL News* wraps (new, reinstated, lapsing members); based on historical figures		$4,500
27	5410	Mail Service-O/S	Mail service (based on FY19 actual)		$0
28	5430	Web Operating Expenses			$0
29	5500	Supplies/Operating	ACRL Conference supplies (based on FY19 actual)		$1,250
30	5501	Equipment/Software-Minor	Adobe Connect & Zoom software annual subscription --in Project 0000.		$0
31	5523	Postage & E-Mail/O/S	Postage (based on FY19 actual)		$550

Project 3200

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3200**		
4		**Project Name:**	**Membership Services & Recruitment**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
32	5560	Organization Support/Contrib.	Long-term investment fund interest (Proj 3657) to fund strategic initiatives. Note: at request of ALA Finance, this now shown in 5904.		
33	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		$2,817
34	5902	IUT-ITTS	IUT-data processing (mailing labels for C&RL News wraps) (Based on FY18 actual)		$405
35	5904	Transfer to/from Endowment	Payout approved by the ALA Board of the interest/appreciation/dividends/contributions from ACRL's LTI calculated as five percent of the average of the previous twenty quarter. This number will be updated in Februrary when payouts are approved by the Endowment Trustees.		($135,000)
36	5905	IUT-Telephone	IUT-telephone (based on FY19 actual)		$0
37	5909	IUT-Dist. Center	IUT-distribution (based on FY19 actual)		$550
38	5910	IUT-Repro.	IUT-reprographics (based on FY19 actual)		$580
39	5942	IUT-Advertising	IUT-advertising;		$0
40			**Total Expenses**		**$28,130**
41			**Net**		**$326,205**

ACRL FY21 Budget

Project 3201-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL	8/13/2020							
3	PROJECT:	BOARD, PRESIDENT, EXEC. COMMITTEE							
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4220	Meal Functions	$0	$0	$0	$0	$0	$0	0
8	4400	Donations/Honoraria	$0	$0	$0	$0	$0	$0	0
9	4429	Overhd-exempt Rev./Divis	$0	$0	$0	$0	$0	$0	0
10	4490	Misc. Fees/Revenues	$0	$0	$0	$0	$0	$0	0
11									
12	TOTAL		$0	$0	$0	$0	$0	$0	$0
13									
14	EXPENSES								
15	5000	Salaries & Wages	$77,464	$95,199	$71,685	$92,253	$85,020	$95,278	$75,555
16	5001	Temp Employees-In-Hous	$0	$0	0			0	0
17	5002	Overtime/Wages	$0	$0	0			0	0
18	5010	Employee Benefits	$22,116	$28,248	$21,905	$27,674	$26,191	$29,870	$25,188
19	5016	Prof Memberships	$0	0	0			0	0
20	5110	Professional Services	$10,000	$10,000	$12,573	$9,348	$33,250	$10,000	$3,000
21	5122	Bank Service Fees	$0	0	0			0	0
22	5150	Messenger Service	$7	$244	$274	$557	$629	$700	$700
23	5210	Transportation	$13,313	$13,458	$17,045	$21,807	$18,202	$16,700	$2,800
24	5212	Lodging & Meals	$21,647	$21,512	$23,409	$20,136	$23,333	$31,050	$13,925
25	5214	Entertainment	$0	0	0			0	0
26	5216	Business Meetings	$1,901	$2,095	$1,990	$1,990	$2,429	$2,095	$2,095
27	5300	Facilities Rent	$600	$941	$0	$0	$0	$0	$0
28	5301	Conference Equipment Re	$7,507	$6,907	$6,823	$4,353	$2,050	$5,650	$1,650
29	5302	Meal Functions	$21,066	$28,095	$27,078	$23,684	$36,236	$22,881	$14,471
30	5309	Audio/Visual Equip Rental	$0	$744	0			$0	$0
31	5310	Computer Rental/Internet	$0	0	0			0	0
32	5350	Program Allocation	$826	$28	$397		$139	$100	$100
33	5402	Printing-O/S	$0	$227	$0	$162	$170	$333	$333
34	5404	Design Service-O/S	$0	0	$263			0	0
35	5410	Mail Service-O/S	$0	0	$0			0	0
36	5411	Advertising/Space	$0	0	$0			0	0
37	5412	Advertising/Direct	$0	$0	$0			$0	$0
38	5415	Pre-Press/Photo Services	$0	$0	$0			$0	$0
39	5420	Copyright Fees	$0	$0	$0			$207	$207
40	5430	Web Operating Expenses	$0	$1,149	$1,149	$1,684		$0	$0
41	5431	Webminars/Webcasts/We	$0	0	$0			0	0
42	5031	Staff Development	$0	0	$0			0	0
43	5500	Supplies/Operating	$835	$1,791	$1,185	$1,173	$850	$750	$750
44	5502	Ref Matls/Periodicals	$23	$0	$0		$0	$0	$0
45	5522	Telephone & Fax/O/S	$0	$0	$0		$0	$0	$0
46	5523	Postage & E-Mail/O/S	$0	$0	$0			$0	$0
47	5530	Depr/Furn & Equipment	$354	$264	$310	$310	$579	$0	$0
48	5560	Organization Support/Con	$0	0	$0			0	0
49	5599	Misc. Expense	$17,156	$4,919	$4,479	$3,796	$3,116	$4,657	$4,032
50	5902	IUT-ITTS	$0	$0	$0			$0	$0
51	5905	IUT-Telephone	$0	$0	$0			$0	$0
52	5909	IUT-Dist. Center	$47	$17	$9		$68	$20	$20
53	5910	IUT-Repro.	$71	$0	$2	$3,253	$21	$100	$100
54	5942	IUT-Advertising	$0	$0	$0			$0	$0
55	5999	IUT-Misc.	$0	0	$0			0	0
56	5911	IUT-General Overhead	$0	0	$0			0	0
57									
58	TOTAL DIRECT EXPENSES		$194,933	$215,838	$190,578	$212,181	$232,282	$220,391	$144,926
59									
60	NET		($194,933)	($215,838)	($190,578)	($212,181)	($232,282)	($220,391)	($144,926)

Project 3201

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3201**		
4		**Project Name:**	**Board, President, and Executive Committee**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8					
9					
10			**Total Revenues**		**0**
11	5000	Salaries & Wages	Salaries calculated at % of total ACRL salaries as shown in salary matrix.		75,555
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		25,188
13	5110	Professional Services	SPOS Facilitator $3,000		3,000
14	5150	Messenger Service	Shipping of Board documents to conference. 1/3 of briefing book shipment. Shipment to MW and AC $200 x 2 = $400		700
15	5210	Transportation	Total transportation expenses for the ,Strategic Planning and Orientation Session (SPOS), Board President and Executive Director liaison travel,and President-Elect and Executive Director training at ASAE		2,800
16			**Fall Exec (Virtual)**	0	
17			**SPOS (ACRL 2021)** Removed due to meeting being held in Seattle one day prior to ACRL 2021.	0	
18			**ARL/CNI/Other Mtgs for ACRL Board President and Executive Director** 4 air travel trips at $300 plus $50 for luggage fees. Local ground transportation, mileage and parking reimbursement 4 trips x $100.	1,800	

Project 3201

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3201**		
4		**Project Name:**	**Board, President, and Executive Committee**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
19			**ASAE** Air travel for Executive Director and President-elect to attend meeting 2 ppl x ($400 per flight) = $800. Local transporation 2 ppl x $50 = $100 Reimbursement for mileage and parking 2 ppl x $50 = $100	1,000	
20	5212	Lodging & Meals	Total lodging and per diem reimbursement expenses for the Fall Exec meeting,Strategic Planning and Orientation Session (SPOS), Spring Exec meeting, Board President and Executive Director liaison travel,President-Elect and Executive Director training at ASAE, and ACRL Board Presidential Suite at ALA conferences. Reduced based on historical actuals.		13,925
21			**Fall Exec** (Virtual)		
22			**SPOS** Lodging HOTEL: $6,975 = 31 people @ $225/night inclusive at Sheraton (1 night arrive on Tuesday for Wednesday start). Meal reimbursement Based on historical actuals = $750	7,725	
23			**Spring Exec will be virtual**		
24			**ARL/CNI/Other Mtgs for ACRL Board President and Executive Director** Lodging 4 trips x 2 nights ea. x $250 Meal reimbursement 4 trips x 3 days x $50 per diem	2,600	

Project 3201

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3201**		
4		**Project Name:**	**Board, President, and Executive Committee**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
25			**ASAE** Lodging for Pres Elect & Exec Dir 2 ppl x at 3 nights at $250 each = $1,500; Meal Reimbursement 2 ppl x 4 days x $50 per diem = $400	1,900	
26			**ACRL suite at AC** $340/night/5 nights = $1,700	1,700	
27					
28	5216	Business Meetings	Registration fees for ASAE symposium		2,095
29	5300	Facilities Rent	SPOS facility rental. Included in conference contract.		0
30	5301	Conference Equipment Rental	**Midwinter & Annual Conference** Replacement ink in ACRL suite. ($150) **Spring Exec- No AV fees @ ALA WO or ALA Chicago**	150	1,650
31			**SPOS** inc. screen, LCD projector, 2 wireless mics. SPOS total = $1,500.	1,500	

Project 3201

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3201**		
4		**Project Name:**	**Board, President, and Executive Committee**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
32	5302	Meal Functions	**Fall and Spring Exec (virtual)**		14,471
33			**Board meals @ MW** Optional group dinner 15 ppl @ $45 person = $675 **Board meals @ AC** AC Board orientation catered breakfast for 10 ppl @ $50 ea = $500, Optional group dinner 15 ppl @ $45 person = $600 Board lunch in the suite 16ppl @ $75 ea = $1,200 $150 for ED and Pres Inaugural banquest tickets	3,125	
34			**SPOS meals at hotel plus social event** CATERING = inc. Bfast $48 / AM $15 ea / Lunch $68 / PM $35 = $166/person/day. $166 *31 = $5,146. Group dinner w activity tbd for 31 ppl @ $200 = $6200	11,346	
35	5304	Speaker/Guest Expenses	President's Program speaker expenses ($4,000) (now reflected in Project 3835)		0

ACRL FY21 Budget

Project 3201

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3201**		
4		**Project Name:**	**Board, President, and Executive Committee**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
36	5305	Speaker/Guest Honorariu	President's Program speaker honorarium ($2,000) (non-librarian) (now reflected in Project 3835)		0
37	5309	Audio/Visual Equip Rental	President's Program speaker honorarium ($2,000) (non-librarian) (now reflected in Project 3835)		0
38	5350	Program Allocation	Board program expenses. Leadership Council moved to 5212.		100
39	5402	Printing-O/S	Printing-outside- 1/3 share of $700 ACRL Briefing Book Business cards for ACRL Presidents-$100		333
40	5412	Advertising/Direct			
41	5415	Pre-Press/Photo Services	Board photos		0
42	5420	Copyright Fees	HBR article copyright fees for Board orientation packet. $207		207
43	5430	Web Operating Expenses	Zoom license fees moved to 0000.		0
44	5500	Supplies/Operating	Supplies for Leadership Counci, five Board meetings, and gifts for departing Board members.		750
45	5502	Ref Matls/Periodicals	Reference Materials		0
46	5522	Telephone & Fax/O/S	Reimbursement, phone, for President, Officers		0
47	5523	Postage & E-Mail/O/S	Reimbursement, postage, for President, Officers		0
48	5530	Depr/Furn & Equipment	Reimbursement, postage, for President, Officers		0
49	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		4,032
50	5902	IUT-ITTS	IUT-Data Processing		0
51	5905	IUT-Telephone	IUT-Telephone		0
52	5909	IUT-Dist. Center	IUT-Distribution		20
53	5910	IUT-Repro.	IUT-Reprographics		100
54	5942	IUT-Advertising	Share of Colleagues Thank-You Ad, proportional to possible sponsorships received in this project		0
55			**Total Expenses**		**144,926**
56			**Net**		**-144,926**

ACRL FY21 Budget

Project 3202-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL								
3	PROJECT: 3202 Library Trends & Statistics								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	EVENUE								
8	4100	Sales/Books	$66,376	$70,879	$85,111	$43,222	$56,609	$43,120	$38,916
9	4601	Returns/Credits	($6,458)	($5,944)	($9,035)	($1,769)	($5,691)	($2,000)	($2,000)
10	4102	Sales Audiovisual	$0	$0	$0	$0	$0	0	0
11	4103	Sales/On-line	$41,742	$53,513	$52,333	$75,385	$72,188	$116,117	$83,034
12	4602	Sales/Book Discounts	$0	($5,088)	($863)	($41)	$0	$0	$0
13	4143	Advertising/Online	$0	$0	$0	$0	$0	$600	$0
14	4610	Comm/Online Advertising	$0	$0	$0	$0	$0	($28)	$0
15	4421	Royalties-Exempt	$2,275	0	$1,993	$0	$447	0	$447
16	4430	Royalties-Non-Exempt	$0	0	$0	$0	$0	0	0
17									
18	TOTAL		$103,935	$113,360	$129,540	$116,797	$123,554	$157,809	$120,397
19									
20	PENSES								
21	5000	Salaries & Wages	$7,437	$11,233	$10,417	$12,173	$14,535	$18,682	$12,916
22	5002	Overtime/Wages	$0	0	$0	$0	0	0	0
23	5010	Employee Benefits	$2,123	$3,333	$3,183	$3,652	$4,477	$5,857	$4,306
24	5110	Professional Services	$26,500	$36,000	$84,500	$51,000	$54,500	$50,000	$68,000
25	5122	Bank Service Fees	$9	$128	$776	$527	$666	$527	$666
26	5150	Messenger Service	$21	$0	$0	$0	$0	$0	$0
27	5210	Transportation	$0	$284	$0	$0	$0	0	0
28	5212	Lodging & Meals	$0	$35	$0	$0	$0	0	0
29	5350	Program Allocation	$451	0	$0	$695	$0	0	0
30	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	$0	$0
31	5402	Printing-O/S	$3,716	$2,674	$4,123	$1,022	$2,539	$842	$1,359
32	5404	Design Service-O/S	$30	$30	$0	$21	$0	$300	$0
33	5413	Mail List Rental	$0	$0	$0	$0	$0	$0	$0
34	5414	Supplies/Production	$10	$0	$0	$0	$0		
35	5415	Pre-Press/Photo Services	$0	$0	$0	$23	$38	$23	$38
36	5420	Copyright Fees	$0	$0	$0	$0	$0	$0	$0
37	5430	Web Operating Expenses	$7,500	$7,500	$5,000	$0	$15,131	$30,000	$30,000
38	5433	Order Processing/Fulfillment	$6,705	$3,117	$4,016	$4,448	$7,108	$1,984	$1,790
39	5480	Cost of Sales	$41,383	$36,766	$19,868	$10,237	$69,307	$12,936	$11,675
40	5490	Inventory Adjustment	($43,104)	($33,831)	($74,642)	($32,319)	($37,556)	($50,865)	($69,397)
41	5499	Inventory Reserve Adjustment	$19,091	$1,587	$4,794	$1,488	$0	$1,035	$934
42	5500	Supplies/Operating	$0	$0	$0	$0	$0	0	0
43	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	0	0
44	5523	Postage & E-Mail/O/S	$0	$385	$1,878	$173	$250	$173	$250
45	5530	Depr/Furn & Equipment	$34	$31	$45	$41	$99	$0	$0
46	5540	Royalty Expense	$0	$0	$0	$0	$0	$0	$0
47	5543	Bad Debt Expense	$0	$1,085	$1,100	$1,211	$0	$1,578	$1,204
48	5560	Organization Support/Contrib.	$0	$0	$0	$0	$0	0	0
49	5599	Misc. Expense	$1,647	$580	$651	$502	$527	$913	$689
50	5900	IUT-Marketing	$0	$0	$0	$0	$0	0	0
51	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
52	5909	IUT-Dist. Center	$37	$0	$25	$0	$0	$0	$0
53	5910	IUT-Repro.	$0	$59	$0	$0	$0	0	0
54	5911	IUT-General Overhead	$12,911	$14,680	$16,836	$15,417	$16,312	$20,910	$15,953
55									
56	TOTAL		$86,501	$85,675	$82,569	$70,310	$147,932	$94,895	$80,383
57									
58	NET		$17,434	$27,686	$46,971	$46,486	($24,379)	$62,914	$40,014

ACRL FY21 Budget

Project 3202

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3202**		
4		**Project Name:**	**Academic Library Trends and Statistics**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4100	Sales/Books	Sale of books		$38,916.00
9			One-volume: 95 x $539 = $50,919		
10			(Note: Prices include 10% discount)		
11	4601	Returns/Credits			($2,000.00)
12	4103	Sales/On-line	Online sales (based on FY19 Metrics actual and sales of new product)		$83,034.00
13			ACRL/LLAMA Academic Library Facilities Survey subscriptions: 70% of 72 x $212.50 = $10,710 70% of 12 x $250 = $2,100 70% of 14 x $320 = $3,136 70% of 1 x $990 = $693 70% 7 x $1995 = $9,776		
14			ACRL Metrics: LibPass subscribers (12 x 275 = $3,024) + 70% of $233.75 * 183 including ASERL (34); Oberlin Grp (77); PALNI Consortium (21); Cal State (23); Florida Library Services Consortium (25)		
15			70% of ACRL Metrics: 230 x $275 = $44,275		
16			70% of ACRL Metrics: 6 @ $352 = $1478		
17			70% of ACRL Metrics: 18 @ $412 = $5,191		
18			70% of ACRL Metrics: 1 @ $1,089= $762		
19			70% of ACRL Metrics: 2 @ $2194 = $3,072		
20	4143	Advertising/Online	Sponsorships of ACRL Metrics		
21	4610	Comm/Online Advertising	Advertising reps commissions @ 4.6% of sales		$0.00
22	4421	Royalties-Exempt			$447.00
23			**Total Revenues**		**$120,397.00**

ACRL FY21 Budget

Project 3202

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3202**		
4		**Project Name:**	**Academic Library Trends and Statistics**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
24	5000	Salaries & Wages	Salaries @ % of ACRL salaries per salary matrix		$12,916.00
25	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		$4,306.00
26	5110	Professional Services	Professional Services - data collection ($36,000 for ACRL Metrics & $14,000 for Space Metrics); Portico ($500); ACRL Metrics rebuild $175,000 (w/depreciation over 5 years starting at $17,500 in FY21)		$68,000.00
27	5122	Bank Service Fees	Bank service charge (based on FY19 actual)		$666.00
28	5150	Messenger Service	Messenger service (based on FY19)		$0.00
29	5400	Editl/Proofreading-O/S	Editorial/Proofreading		$0.00
30	5402	Printing-O/S	Outside printing –		$1,359.00
31			90 X $15.10 = $1,359		
32	5404	Design Service-O/S	Lay out (FY19 actual)		$0.00
33	5410	Mail Service-O/S	Mail service-Outside		$0.00
34	5411	Advertising/Space	Advertising space purchase, (Choice and other higher ed. Journals)		
35	5413	Mail List Rental	Mail list rental		
36	5415	Pre-Press/Photo Services	Pre-Press/Photographic (FY19 actual)		$38.00
37	5420	Copyright Fees	Copyright fees (FY18 actual)		$0.00
38	5430	Web Operating Expenses	Web hosting (ACRL Metrics & Space Metrics)		$30,000.00
39	5433	Order Processing/Fulfillment	Transaction fee (4.6% x line 4100)		$1,790.00
40	5480	Cost of Sales	Cost of sales, calculated as 30% of sales (line 4100)		$11,675.00
41	5490	Inventory Adjustment	Inventory adjustment. Total of lines 5110, 5400, 5402, 5415, and 5420		($69,397.00)
42	5499	Inventory Reserve Adjustment	Calculated as 2.4% of line 4100		$934.00
43	5523	Postage & E-Mail/O/S	Postage (FY19 actual)		$250.00
44	5530	Depr/Furn & Equipment			$0.00
45	5540	Royalty Expense	No royalties will be paid in FY18 as ALA store is a benefit available to all ALA units		$0.00
46	5543	Bad Debt Expense	Bad debt (1% of gross revenues)		$1,204.00
47	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		$689.00
48	5905	IUT-Telephone	IUT-Telephone		$0.00
49	5909	IUT-Dist. Center	IUT-Distribution (FY19 actual)		$0.00
50	5911	IUT-General Overhead	IUT-Overhead - Publishing pays 50% of ALA overhead rate		$15,953.00
51			**Total Expenses**		**$80,383.00**
52			**Net**		**$40,014.00**

ACRL FY21 Budget

Project 3203-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL PROJECT: ADVISORY SERVICES								
3									
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	REVENUE								
8	4100	Sales/Books	$0	$0	$0	$0	$0	0	0
9	4601	Returns/Credits	$0	$0	$0	$0	$0	$0	$0
10	4602	Sales/Book Discounts	$0	$0	$0	$0	$0	$0	$0
11	4103	Sales/On-line	$0	$0	$0	$0	$0	0	0
12	4400	Donations/Honoraria	$9,000	$0	$0	$0	$0	$0	$0
13	4421	Royalties-Exempt	($2,000)	$0	$0	$0	$0	0	0
14	4429	Overhd-exempt Rev./Division	$0	$0	$0	$0	$0	0	0
15	4430	Royalties-Non-Exempt	$0	$72,425	$0	$0	$33,490	0	0
16	4490	Misc. Fees/Revenues	$79,269	0	$82,350	$27,050	$0	$88,500	$42,500
17									
18	TOTAL		$86,269	$72,425	$82,350	$27,050	$33,490	$88,500	$42,500
19									
20	EXPENSES								
21	5000	Salaries & Wages	$33,199	$30,422	$39,653	$50,047	$15,582	$15,568	$13,033
22	5001	Temp Employees-In-House	$0	$0	$0	$0	$0	0	0
23	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
24	5010	Employee Benefits	$9,478	$9,027	$12,114	$15,013	$4,800	$4,881	$4,345
25	5031	Staff Development	$0	$0	$2,933	$0	$0	0	0
26	5110	Professional Services	$21,500	$14,000	$43,500	$26,825	$34,255	$81,475	$27,200
27	5122	Bank Service Fees	$0	$358	$0	$103	$16	0	$100
28	5150	Messenger Service	$0	$0	$0	$65	$0	0	0
29	5210	Transportation	$4,485	$2,134	$42	$2,550	$43	$1,500	$1,500
30	5212	Lodging & Meals	$130	$593	($894)	$72	$902	$300	$300
31	5216	Business Meetings	$0	$0	$233	$0	$0	0	0
32	5302	Meal Functions	$0	$0	$0	$0	$0	0	0
33	5305	Speaker/Guest Honorarium	$0	$0	$0	$0	$0	0	0
34	5350	Program Allocation	$0	$0	$0	$0	$0	0	0
35	5402	Printing-O/S	$163	$0	$0	$0	$0	0	0
36	5430	Web Operating Expenses	$0	$0	$0	$0	$0	0	0
37	5433	Order Processing/Fulfillment	$0	$0	$0	$0	$0	0	0
38	5480	Cost of Sales	$0	$0	$0	$0	$0	0	0
39	5490	Inventory Adjustment	$0	$0	$0	$0	$0	0	0
40	5499	Inventory Reserve Adjustmer	$0	$0	$0	$0	$0	0	0
41	5500	Supplies/Operating	$1,500	$0	$23	$160	$0	0	0
42	5501	Equipment/Software-Minor	$195	$0	$0	$0	$0	0	0
43	5502	Ref Matls/Periodicals	$0	$0	$0	$0	$0	$0	$0
44	5510	Insurance	$0	$0	$0	$0	$0	0	0
45	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	0	0
46	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	0	0
47	5530	Depr/Furn & Equipment	$152	$84	$172	$168	$106	0	0
48	5540	Royalty Expense	$0	$0	$0	$0	$0	0	0
49	5543	Bad Debt Expense	$0	$0	$0	$0	$0	0	0
50	5560	Organization Support/Contrib	$0	$0	$0	$0	$0	($35,025)	$0
51	5599	Misc. Expense	$6,692	$1,572	$2,478	$2,059	$565	$761	$695
52	5902	IUT-ITTS	$0	$0	$0	$0	$0	0	0
53	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
54	5909	IUT-Dist. Center	$0	$2	$5	$0	$0	$0	$0
55	5910	IUT-Repro.	$0	$0	$41	$0	$0	$40	$40
56	5999	IUT-Misc.	$0	$0	$0	$0	$0	0	0
57	5911	IUT-General Overhead	$0	$0	$10,870	$3,571	$4,437	$11,726	$5,631
58									
59	TOTAL DIRECT EXPENSES		$77,494	$58,191	$111,170	$100,632	$60,706	$81,226	$52,844
60									
61	NET		$8,775	$14,234	($28,820)	($73,582)	($27,216)	$7,274	($10,344)

Project 3203

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3203**		
4		**Project Name:**	**Advisory Services**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4601	Returns/Credits			$0
9	4602	Sales/Book Discounts			$0
10	4400	Donations/Honoraria			$0
11	4490	Misc. Fees/Revenues	Revenue for consulting services: • 1 full external reviews x $9500/review •1 peer feedback on internal self-study reports x $3000/peer review • 2 one-day strategic planning retreats x $9000/retreat • 1 half-day facilitation retreats x $3000/retreat • 1 one-day team building retreats x $9000/retreat • 0 one-year strategic planning quarterly follow-ups x $3000/follow-ups		$42,500
12					**42,500**
13	5000	Salaries & Wages	Salaries: % of ACRL total salaries listed in the salary matrix; includes time spent on the ACRL Web site and responses to email and phone requests for information		$13,033
14	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		4,345
15	5110	Professional Services	Consultant Services • Consulting svcs manager $9,000 • 1 full external reviews: 1 adjuncts x $3000 (assumes 1 visit by staff) • 1 peer feedback on internal self-study reports: 1 adjuncts x $1200 • 1 one-day strategic planning retreats: 2 adjuncts x $3000 • 1 half-day facilitation retreats: 1 adjuncts x $2000 • 1 one-day team building retreats: 2 adjuncts x $3000 • 0 one-year strategic planning quarterly follow-ups: 0 adjuncts x $1200		27,200
16	5122	Bank Service Fees			100
17	5210	Transportation	Nearly all travel will be paid by client. Budgeting for two new adjuncts for shadow/trial basis (we would assume costs and not charge back to client).		1,500
18	5212	Lodging & Meals	Lodging & Meals		300
19	5502	Ref Matls/Periodicals	Reference material		-
20	5560	Organization Support/Contrib.			
21	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		695
22	5905	IUT-Telephone	Telephone (based on last year's actual)		-
23	5909	IUT-Dist. Center	Postage(based on last year's actual)		-
24	5910	IUT-Repro.	Copying (based on last year's actual)		40
25	5911	IUT-General Overhead	IUT-General Overhead IUT 50% of ALA General overhead rate on revenue from consulting fees (line 4490).		5,631
26			**Total Expenses**		**$52,844**
27			**Net**		**(10,344)**

ACRL FY21 Budget

Project 3204-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL	8/13/2020							
3	PROJECT: 3204 Standards/Free Distribution								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	REVENUE								
8									
9	4101	Sales/Pamphets	$0	$0	$0	$0	$0	0	0
10	4421	Royalties-Exempt	$0	$0	$0	$0	$165	0	0
11	4429	Overhd-exempt Rev./	$592	$1,136	$1,802	$2,204	$1,299	$4,000	$850
12	4430	Royalties-Non-Exemp	$13,102	$7,298	$0	$0	$0	$0	$0
13	4490	Misc. Fees/Revenues	$0	$0	$0	$500	$0	0	0
14									
15	TOTAL		$13,694	$8,434	$1,802	$2,704	$1,464	$4,000	$850
16									
17	EXPENSES								
18	5000	Salaries & Wages	$2,213	$5,804	$5,421	$7,585	$2,082	$7,831	$1,850
19	5002	Overtime/Wages	0	$0	$0	$0	$0	0	0
20	5010	Employee Benefits	$632	$1,722	$1,657	$2,276	$641	$2,455	$617
21	5110	Professional Services	0	$0	$0	$0	$0	0	0
22	5122	Bank Service Fees	$14	$175	$51	$71	$39	0	0
23	5150	Messenger Service	$109	$50	$0	$23	$66	0	$37
24	5210	Transportation	($2,162)	$891	$0	$0	$0	0	0
25	5212	Lodging & Meals	($359)	$0	$0	$0	$0	0	0
26	5304	Speaker/Guest Exper	$1,444	($5,181)	$0	$0	$0	$0	$0
27	5305	Speaker/Guest Hono	$3,750	$3,795	$0	$0	$0	$0	$0
28	5400	Editl/Proofreading-O/	0	$0	$0	$102	$0	0	0
29	5402	Printing-O/S	($745)	$5,288	$2,533	$4,580	$5,522	$2,500	$1,000
30	5403	Binding-O/S	0	$0	$0	$0	$0	0	0
31	5410	Mail Service-O/S	0	$0	$0	$0	$0	0	0
32	5031	Staff Development	0	$0	$0	$0	$0	0	0
33	5500	Supplies/Operating	0	$0	$0	$0	$0	0	0
34	5523	Postage & E-Mail/O/S	$0	$44	$60	$140	$0	$150	$0
35	5530	Depr/Furn & Equipme	$10	$16	$23	$25	$14	0	0
36	5599	Misc. Expense	$490	$300	$339	$312	$75	$383	$99
37	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
38	5909	IUT-Dist. Center	$35	$154	$106	$180	$153	$200	$100
39	5910	IUT-Repro.	$0	$0	$0	$0	$0	$50	$50
40	5911	IUT-General Overhea	$0	$0	$0	$0	$0	0	0
41	5999	IUT-Misc.	$0	$0	$0	$0	$0	$0	$0
42									
43	TOTAL DIRECT EXPENSES		$5,431	$13,059	$10,190	$15,293	$8,592	$13,569	$3,753
44									
45	NET		$8,263	($4,625)	($8,388)	($12,589)	($7,128)	($9,569)	($2,903)

ACRL FY21 Budget

Project 3204

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3204**		
4		**Project Name:**	**ACRL Standards**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4429	Overhd-exempt Rev./Division	Overhead exempt revenue for standards distribution and Framework booklets, based on FY19 actual. Reduced by 50% from initial budget due to COVID-19 concerns.		$850
9	4430	Royalties-Non-Exempt			
10			**Total Revenues**		**$850**
11	5000	Salaries & Wages	Salaries % of ACRL total salaries listed in the salary matrix		$1,850
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		617
13	5150	Messenger Service	FedEx mailing of standards booklets (based on FY19 actual) - reduced by 50% due to c-19		37
14	5304	Speaker/Guest Expenses			-
15	5305	Speaker/Guest Honorarium			
16	5402	Printing-O/S	Printing of standards, guidelines/framework based on FY19 actual, historical, and Dec. 2019 inventory. Reduced by 50% due to c-19.		1,000
17	5523	Postage & E-Mail/O/S	Mailing of booklets now in 5150 and 5909.		-
18	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		99
19	5905	IUT-Telephone	IUT-Telephone		-
20	5909	IUT-Dist. Center	IUT-Distribution (UPS or USPS mailing of booklets, based on FY19 actual and historical). Reduced by 50%		100
21	5910	IUT-Repro.	IUT - Reprographics (printing expenses in 5402, using local printers for regional workshops)		50
22	5999	IUT-Misc.	IUT-Misc.		
23			**Total Expenses**		**$3,753**
24			**Net**		**($2,903)**

ACRL FY21 Budget

Project 3206-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL	8/13/2020							
3	PROJECT:	3206 Awards							
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	REVENUE								
8	4400	Donations/Honoraria	$10,500	$11,500	$11,500	$13,250	$16,250	$12,000	$14,500
9	4429	Overhd-exempt Rev./Division	0	$0	$0	$0	$4,500	0	0
10	4430	Royalties-Non-Exempt	0	$0	$0	$0	$0	0	0
11	4490	Misc. Fees/Revenues	$3,700	$4,800	$4,800	$4,200	$0	$4,600	$5,100
12									
13	TOTAL		$14,200	$16,300	$16,300	$17,450	$20,750	$16,600	$19,600
14									
15	EXPENSES								
16	5000	Salaries & Wages	$16,378	$21,155	$15,576	$22,820	$24,676	$23,664	$21,929
17	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
18	5010	Employee Benefits	$4,676	$6,277	$4,759	$6,846	$7,602	$7,419	$7,311
19	5110	Professional Services	$0	$0	$0	$0	$0	0	0
20	5122	Bank Service Fees	$137	$128	$0	$192	$248	0	0
21	5150	Messenger Service	$14	$18	$49	$159	$14	$0	$0
22	5210	Transportation	$0	$0	$662	$0	$9	0	0
23	5212	Lodging & Meals	$0	$0	$874	$0	$0	0	0
24	5302	Meal Functions	$0	$0	$0	$0	$0	$0	$0
25	5304	Speaker/Guest Expenses	$0	$0	$0	$0	$0	0	0
26	5306	Awards	$10,206	$12,071	$11,674	$13,054	$14,350	$12,100	$14,600
27	5350	Program Allocation	$1,542	$2,233	$3,464	$3,383	$1,139	$3,000	$3,000
28	5402	Printing-O/S	$0	$0	$0	$0	$0	0	0
29	5403	Binding-O/S	$0	$0	$0	$0	$0	0	0
30	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
31	5411	Advertising/Space	$0	$0	$0	$0	$0	0	0
32	5413	Mail List Rental	$0	$0	$0	$0	$0	0	0
33	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
34	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	$0	$0
35	5500	Supplies/Operating	$0	$0	$0	$0	$0	$0	$0
36	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	$0	$0
37	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	0	0
38	5530	Depr/Furn & Equipment	$75	$59	$67	$76	$168	0	0
39	5599	Misc. Expense	$3,627	$1,093	$973	$939	$894	$1,157	$1,170
40	5904	Transfer to/from Endowment	$0	$0	$0	$0	($500)	$0	0
41	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
42	5909	IUT-Dist. Center	$85	$98	$65	$101	$76	$150	$150
43	5910	IUT-Repro.	$12	$0	$0	$0	$0	$0	$0
44	5942	IUT-Advertising	$0	$0	$0	$0	$0	$0	$0
45	5999	IUT-Misc.	$0	$0	$0	$0	$0	0	0
46	5911	IUT-General Overhead	$0	$0	$0	$0	$0	0	0
47									
48									
49	TOTAL DIRECT EXPENSES		$36,752	$43,133	$38,163	$47,571	$48,676	$47,490	$48,160
50									
51	NET		($22,552)	($26,833)	($21,863)	($30,121)	($27,926)	($30,890)	($28,560)

Project 3206

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3206**		
4		**Project Name:**	**Awards**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4400	Donations/Honoraria	$3000 from GOBI Library Solutions from EBSCO for EAL ceremonies; $1,000 from Carrick Enterprises for Rockman Publication award; $4,500 from EBSCO for CJCLS awards ($1,500) and IS Innovation award ($3,000); $1,000 from Library Juice Academy for ULS award; $1,500 from Duke University Press for WGSS awards; $1,000 from SCELC for CLS award; $2,500 from American Psychological Association for EBSS award. All other awards given directly to winners by donors		14,500
9	4490	Misc. Fees/Revenues	Administrative Fees: $200 IS Ilene Rockman Publication of the year; $1000 Academic/Research Librarian of the year; 2 CJCLS awards at $150 each; $300 DLS award; $600 for IS Innovation award; $300 PPIRS award; $200 ULS award; $500 Atkinson Endowment admin fee IUTs from unfunded awards: $200 CLS award; $200 IS Dudley award; $500 ESS grant; $300 WGSS awards; $500 EBSS award		5,100
10			**Total Revenues**		**$19,600**
11	5000	Salaries & Wages	Salaries calculated at % of total ACRL salaries listed in salary matrix		$21,929
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		7,311
13	5150	Messenger Service	Messenger service (based on 2016 actual)		-
14	5302	Meal Functions	Meal functions (CJCLS Awards Dinner) - budgeted in 3833 starting in FY12		-
15	5306	Awards	Printing of citations and plaques @ $2,100 (based on 2019 actual); Award checks: $1,000 Rockman Award, $1,500 CJCLS awards, $1,000 ULS award, $3,000 IS Innovation award, $1,500 WGSS awards, $1,000 Dudley award, $1,000 CLS award, $2,500 EBSS award		14,600
16	5350	Program Allocation	Excellence in Academic Libraries Ceremonies		3,000
17	5415	Pre-Press/Photo Services	Pre-press/photo		0
18	5500	Supplies/Operating	Supplies		-
19	5522	Telephone & Fax/O/S	Telephone		-
20	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		1,170
21	5905	IUT-Telephone	IUT-Telephone		-
22	5909	IUT-Dist. Center	IUT-Distribution		150
23	5910	IUT-Repro.	IUT-Reprographics		0
24	5942	IUT-Advertising			0
25			**Total Expenses**		**$48,160**
26			**Net**		**($28,560)**
27					
28	Awards are not self-supporting				

ACRL FY21 Budget

Project 3207-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL PROJECT: 3207 CHAPTERS								
3									
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	REVENUE								
8	4400	Donations/Honoraria	$0	$0	$0	$0	$0	$0	$0
9									
10	TOTAL		$0	$0	$0	$0	$0	$0	$0
11									
12	EXPENSES								
13	5000	Salaries & Wages	$8,919	$6,272	$3,776	$14,720	$9,309	$15,200	$8,273
14	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
15	5010	Employee Benefits	$2,547	$1,861	$1,155	$4,416	$2,868	$4,765	$2,758
16	5016	Prof Memberships	$0	$0	$0	$0	$0	0	0
17	5110	Professional Services	$0	$0	$0	$0	$0	0	0
18	5150	Messenger Service	$31	$0	$0	$0	$0	$0	$0
19	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
20	5210	Transportation	$4,313	$3,804	$228	$3,299	$2,494	$4,000	$2,000
21	5212	Lodging & Meals	$1,316	$271	$1,247	$522	$714	$2,600	$1,300
22	5216	Business Meetings	$0	$0	$0	$0	$0	0	0
23	5300	Facilities Rent	$0	$0	$0	$0	$0	0	0
24	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
25	5302	Meal Functions	$0	$0	$0	$0	$0	$0	$0
26	5305	Speaker/Guest Honorarium	$0	$0	$0	$0	$0	0	0
27	5308	Special Transportation	$0	$0	$0	$0	$0	0	0
28	5350	Program Allocation	$3,845	$3,669	$3,683	$3,816	$2,823	$4,500	$4,000
29	5402	Printing-O/S	$0	$0	$0	$0	$0	$0	$0
30	5404	Design Service-O/S	$0	$0	$0	$0	$0	0	0
31	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
32	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	0	0
33	5500	Supplies/Operating	$0	$0	$0	$0	$0	$0	$0
34	5521	Space Rent	$0	$0	$0	$0	$0	0	0
35	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	$0	$0
36	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$0
37	5530	Depr/Furn & Equipment	$40	$17	$16	$49	$63	0	0
38	5543	Bad Debt Expense	$0	$0	$0	$0	0	0	0
39	5599	Misc. Expense	$1,961	$324	$236	$605	$337	$743	$441
40	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
41	5905	IUT-Telephone	$0	$0	$0	$0	$0	$10	$0
42	5909	IUT-Dist. Center	$106	$60	$76	$115	$27	$125	$125
43	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
44	5942	IUT-Advertising	$0	$0	$0	$0	$0	0	0
45	5999	IUT-Misc.	$0	$0	$0	$0	$0	0	0
46									
47	TOTAL DIRECT EXPENSES		$23,078	$16,278	$10,417	$27,541	$18,636	$31,943	$18,897
48									
49	NET		($23,078)	($16,278)	($10,417)	($27,541)	($18,636)	($31,943)	($18,897)

ACRL FY21 Budget

Project 3207

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3207**		
4		**Project Name:**	**Chapters**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4400	Donations/Honoraria	Donations		
9			**Total Revenues**		**$0**
10	5000	Salaries & Wages	Salaries : % of ACRL total salaries listed in salary matrix; Note time for Chapters Topics is now included in this project rather than a separate project.		$8,273
11	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		2,758
12	5150	Messenger Service	Messenger Service		-
13	5210	Transportation	Travel for ACRL officer speakers $400 per event; ten programs maximum. 5 visits approved in FY21.		2,000
14	5212	Lodging & Meals	Lodging & meals for ACRL officer speakers. 10 trips max @ 1 night ea @ $160 per night 10 trips max @ $50 per diem for 2 days ea. 5 visits approved in FY21.		1,300
15	5302	Meal Functions			-
16	5350	Program Allocation	Chapters program allocation is $1.00 per ACRL member residing in the state or region, but this expense is budgeted based on previous year's actual expenses.		4,000
17	5402	Printing-O/S	Printing outside		-
18	5500	Supplies/Operating	Supplies (Chapters Council)		-
19	5522	Telephone & Fax/O/S	Reimbursed phone/fax (Chapters Council)		-
20	5523	Postage & E-Mail/O/S	Postage		-
21	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		441
22	5902	IUT-ITTS			-
23	5905	IUT-Telephone	IUT-Telephone		-
24	5909	IUT-Dist. Center	IUT-Distribution		125
25	5910	IUT-Repro.	IUT-Reprographics (based on FY2018 actual)		
26			**Total Expenses**		**$18,897**
27			**Net**		**($18,897)**

ACRL FY21 Budget

Project 3250-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL PROJECT: 3250 Committees								
3									
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4000	Dues/Personal	$303	$7	0	$0	$0	0	0
8	4400	Donations/Honoraria	$0	$0	$1,000	$0	$0	0	0
9	4420	Interest/Dividends	$0	$0	0	$0	$0	0	0
10									
11	TOTAL		$303	$7	$1,000	$0	$0	$0	$0
12									
13	EXPENSES								
14	5000	Salaries & Wages	$84,989	$87,523	$71,085	$109,859	$97,264	$112,589	$86,436
15	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
16	5010	Employee Benefits	$24,264	$25,971	$21,722	$32,956	$29,963	$35,297	$28,816
17	5016	Prof Memberships	$0	$0	$0	$0	$0	0	0
18	5031	Staff Development	$0	$0	$0	$0	$0	0	0
19	5110	Professional Services	$0	$0	$0	$0	$0	0	0
20	5122	Bank Service Fees	$1	$0	$29	$0	$0	0	0
21	5150	Messenger Service	$0	$53	$57	$0	$0	$55	$55
22	5210	Transportation	$0	$0	$0	$0	$0	0	0
23	5212	Lodging & Meals	$0	$0	$0	$0	$0	0	0
24	5216	Business Meetings	$0	$0	$0	$0	$0	0	0
25	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
26	5302	Meal Functions	$2,280	$3,179	$4,722	$4,206	$2,469	$4,464	$0
27	5304	Speaker/Guest Expenses	$0	$0	$0	$0	$0	$0	$0
28	5305	Speaker/Guest Honorarium	$0	$0	$0	$0	$0	0	0
29	5309	Audio/Visual Equip Rental & Labo	$0	$0	$0	$0	$0	0	0
30	5350	Program Allocation	$538	$2,238	$1,455	$0	$0	$600	$600
31	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	0	0
32	5401	Typesetting/Comptn-O/S	$0	$0	$0	$0	$0	0	0
33	5402	Printing-O/S	$0	$227	$151	$162	$155	$233	$233
34	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
35	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
36	5430	Web Operating Expenses	$0	$1,149	$1,149	$1,682	$0	$0	$0
37	5500	Supplies/Operating	$20	$0	$310	$0	$0	$100	$100
38	5502	Ref Matls/Periodicals	$0	$0	$0	$0	$0	0	0
39	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	0	0
40	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$0
41	5530	Depr/Furn & Equipment	$389	$243	$307	$368	$663	$0	$0
42	5599	Misc. Expense	$18,822	$4,522	$4,442	$4,519	$3,525	$5,504	$4,612
43	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
44	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
45	5909	IUT-Dist. Center	$10	$2	$4	$0	$0	$10	$10
46	5910	IUT-Repro.	$0	$0	$0	$0	$91	$10	$10
47	5942	IUT-Advertising	$0	$0	$0	$0	$0	0	0
48	5911	IUT-General Overhead	$0	$0	$0	$0	$0	0	0
49									
50	TOTAL DIRECT EXPENSES		$131,313	$125,106	$105,432	$153,752	$134,130	$158,862	$120,872
51									
52	NET		($131,010)	($125,100)	($104,432)	($153,752)	($134,130)	($158,862)	($120,872)

ACRL FY21 Budget

Project 3250

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3250**		
4		**Project Name:**	**Committees and Interest Groups**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8					
9					
10			**Total Revenues**		**-**
11	5000	Salaries & Wages	Salaries % of ACRL total salaries listed in salary matrix		86,436
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		28,816
13	5150	Messenger Service	Messenger Service - share of Briefing Book shipping		55
14	5302	Meal Functions			-
15	5304	Speaker/Guest Expenses			-
16	5350	Program Allocation	Division-level committees are entitled to up to $150 each, but this line is budgeted based on historical actual requests.		600
17	5402	Printing-O/S	Outside printing - (share of $700 *ACRL Briefing Book*)		233
18	5430	Web Operating Expenses	Zoom license fees moved to 0000.		-
19	5500	Supplies/Operating	Leadership Council tent cards (split between 3200, 3201, 3250, 3275)		100
20	5523	Postage & E-Mail/O/S	Postage/Outside		-
21	5530	Depr/Furn & Equipment			-
22	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		4,612
23	5902	IUT-ITTS	IUT-Data Processing		-
24	5905	IUT-Telephone	IUT-Phone		-
25	5909	IUT-Dist. Center	IUT- Distribution		10
26	5910	IUT-Repro.	IUT-Reprographics		10
27			**Total Expenses**		**120,872**
28			**Net**		**(120,872)**

Project 3275-H

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL PROJECT: 3275 SECTIONS								
3									
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	REVENUE								
8	4000	Dues/Personal	$7,946	$96	$0	$0	$0	$0	$0
9	4001	Dues/Organizational	$0	$0	$0	$0	$0	$0	$0
10	4002	Dues-Special	$0	$0	$0	$0	$0	$0	$0
11	4003	Dues Life Members-Cu	$0	$0	$0	$0	$0	$0	$0
12	4100	Sales/Books	$0	$0	$0	$0	$0	0	0
13	4200	Registration Fees	$0	$0	$0	$3,550	$0	0	0
14	4400	Donations/Honoraria	$1,000	$0	$2,500	$0	$0	$0	$0
15	4429	Overhd-exempt Rev./D	$0	$0	$0	$0	$0	0	0
16	4430	Royalties-Non-Exempt	$0	$0	$0	$0	$0	0	0
17									
18	TOTAL		$8,946	$96	$2,500	$3,550	$0	$0	$0
19									
20	EXPENSE								
21	5000	Salaries & Wages	$41,609	$67,772	$47,612	$69,323	$66,426	$71,614	$59,031
22	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
23	5010	Employee Benefits	$11,879	$20,110	$14,549	$20,796	$20,463	$22,451	$19,680
24	5110	Professional Services	$0	$0	$0	$0	$0	0	0
25	5122	Bank Service Fees	$45	$73	$71	$0	($1)	$350	$350
26	5150	Messenger Service	$59	$0	$0	$21	$0	0	0
27	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
28	5210	Transportation	$0	$0	$0	$0	$0	0	0
29	5212	Lodging & Meals	$0	$0	$0	$200	$0	0	0
30	5216	Business Meetings	$0	$0	$0	$0	$0	0	0
31	5300	Facilities Rent	$0	$0	$0	$0	$0	0	0
32	5301	Conference Equipmen	$1,518	$0	$0	$0	$0	0	0
33	5302	Meal Functions	$3,628	$3,179	$4,722	$4,206	$2,469	$4,464	$0
34	5303	Exhibits	$0	$0	$0	$0		0	0
35	5304	Speaker/Guest Expens	$0	$0	$0	$0	$0	0	0
36	5305	Speaker/Guest Honora	$0	$0	$0	$0	$0	0	0
37	5306	Awards	$0	$0	$0	$0	$0	0	0
38	5307	Security Services	$0	$0	$0	$0	$0	0	0
39	5350	Program Allocation	$20,025	$27,075	$22,966	$28,377	$25,069	$27,943	$27,943
40	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	0	0
41	5401	Typesetting/Comptn-O	$0	$0	$0	$0	$0	0	0
42	5402	Printing-O/S	$0	$0	$0	$236	$0	$0	$0
43	5403	Binding-O/S	$0	$0	$0	$0	$0	0	0
44	5404	Design Service-O/S	$0	$0	$0	$0	$0	0	0
45	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
46	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
47	5415	Pre-Press/Photo Servi	$0	$0	$0	$0	$0	0	0
48	5430	Web Operating Expen	$0	$1,149	$1,149	$1,681	$0	$0	$0
49	5431	Webminars/Webcasts/	$0	$0	$0	$0	$0	0	0
50	5500	Supplies/Operating	$0	$0	$55	$0	$0	0	0
51	5501	Equipment/Software-M	$0	$0	$0	$0	$0	0	0
52	5502	Ref Matls/Periodicals	$0	$0	$0	$0	$0	0	0
53	5520	Equipment Rental/Lea	$0	$0	$0	$0	$0	0	0
54	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	0	0
55	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	0	0
56	5530	Depr/Furn & Equipmer	$190	$188	$206	$232	$453	0	0
57	5599	Misc. Expense	$9,215	$3,502	$2,975	$2,851	$2,407	$3,501	$3,150
58	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
59	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
60	5909	IUT-Dist. Center	$14	$3	$4	$4	$6	$15	$15
61	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
62	5942	IUT-Advertising	$0	$0	$0	$0	$0	$0	$0
63	5999	IUT-Misc.	$0	$0	$0	$0	$0	0	0
64	5911	IUT-General Overheac	$0	$0	$0	$937	$0	0	0
65									
66	TOTAL DIRECT EXPENSES		$88,182	$123,051	$94,308	$128,865	$117,292	$130,338	$110,169
67									
68	NET		($79,236)	($122,955)	($91,808)	($125,315)	($117,292)	($130,338)	($110,169)

Project 3275

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3275**		
4		**Project Name:**	**Sections**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4000	Dues/Personal	Dues - Personal: ALA no longer programming membership to accept "add-ons" for dues so no revenue here.		-
9	4001	Dues/Organizational			-
10	4002	Dues-Special			-
11	4003	Dues Life Members-Current			-
12	4400	Donations/Honoraria			-
13			**Total Revenues**		-
14	5000	Salaries & Wages	Salaries calculated at % of total ACRL salaries per time study.		59,031
15	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		19,680
16	5122	Bank Service Fees	Bank service fee.		350
17	5302	Meal Functions			-
18	5350	Program Allocation	Basic support for sections and interest groups:		27,943
19			ANSS	1,145	
20			Arts	1,332	
21			CJCLS	1,716	
22			CLS	2,721	
23			DOLS	1,803	
24			DSS	2,103	
25			EBSS	1,370	
26			ESS	1,158	
27			IS	3,621	
28			LES	1,171	
29			PPIRS	1,095	
30			RBMS	1,962	
31			STS	1,679	
32			ULS	3,780	
33			WGSS	1,287	
34			Interest Groups are entitled to up to $150. Budget based on historical actual.	1,500	
35		Total:		29,443	
36			General Program allocation from ALA ($1,500)	-1,500	
37	5402	Printing-O/S			-
38	5430	Web Operating Expenses	Zoom license fees moved to 0000.		-
39	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		3,150
40	5902	IUT-ITTS	IUT-Data		-
41	5905	IUT-Telephone	IUT-Phone		-
42	5909	IUT-Dist. Center	IUT-Distribution		15
43	5910	IUT-Repro.	IUT-Reprographics		-
44	5942	IUT-Advertising	IUT-Advertising		-
45			**Total Expenses**		**110,169**
46			**Net**		**(110,169)**

Project 3300-H

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL	8/13/2020							
3	PROJECT: 3300 C&RL								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4601	Returns/Credits	$0	$0	$0	$0	$0	$0	$0
8	4103	Sales/On-line	$0	$0	$0	$0	$0	$0	$0
9	4109	Sales/Miscellaneous	$0	$0	$0	$0	$0	$0	$0
10	4110	Subscriptions	$0	$0	$0	$0	$0	$0	$0
11	4140	Advertising/Gross	$0	$0	$0	$0	$0	$0	$0
12	4142	Advertising/Classified	$0	$0	$0	$0	$0	0	0
13	4143	Advertising/Online	$12,319	$20,220	$13,365	$0	$0	$0	$0
14	4610	Comm/Online Advertising	($279)	($598)	$0	($34)	($299)	($300)	($300)
15	4611	Comm/Sales Rep	($368)	($183)	($596)	($225)	$19	$0	$0
16	4612	Comm/Adv. Agency	$0	($6,600)	$0	$0	$0	$0	$0
17	4421	Royalties-Exempt	$7,388	$4,693	$8,374	$7,517	$7,035	$6,500	$6,000
18	4429	Overhd-exempt Rev./Division	$0	$0	$0	$7,500	$9,300	$10,000	$10,000
19	4430	Royalties-Non-Exempt	$0	$0	$0	$0	$0	0	0
20									
21	TOTAL		$19,060	$17,532	$21,142	$14,758	$16,054	$16,200	$15,700
22	EXPENSE								
23	5000	Salaries & Wages	$13,280	$14,790	$14,922	$19,141	$16,684	$19,766	$14,826
24	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
25	5010	Employee Benefits	$3,791	$4,389	$4,559	$5,742	$5,219	$6,197	$4,943
26	5016	Prof Memberships	$45	$0	$0	$0	$0		
27	5110	Professional Services	$10,650	$11,700	$10,200	$9,554	$9,288	$12,500	$12,500
28	5122	Bank Service Fees	$81	($11)	$0	$14	$361	$50	$350
29	5150	Messenger Service	$119	$116	$116	$0	$0	$100	$100
30	5210	Transportation	$0	$0	$0	$0	$0	$0	$0
31	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
32	5400	Editl/Proofreading-O/S	$4,470	$3,825	$4,750	$5,350	$5,250	$5,250	$5,250
33	5401	Typesetting/Comptn-O/S	$0	$0	$0	$0	$0	$0	$0
34	5402	Printing-O/S	$0	$0	$0	$0	$0	$0	$0
35	5403	Binding-O/S	$0	$0	$0	$0	$0	$0	$0
36	5410	Mail Service-O/S	$0	$0	$0	$0	$0	$0	$0
37	5411	Advertising/Space	$0	$0	$0	$0	$0	0	0
38	5412	Advertising/Direct	$0	$525	$0	$0	$0	$0	$0
39	5413	Mail List Rental	$0	$0	$0	$0	$0	$0	$0
40	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
41	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	$0	$0
42	5420	Copyright Fees	$330	$0	$0	$0	$0	$0	$0
43	5430	Web Operating Expenses	$15,008	$16,547	$18,850	$6,996	$4,662	$5,965	$5,965
44	5433	Order Processing/Fulfillment	$0	$0	$0	$0	$0	$0	$0
45	5500	Supplies/Operating	$0	$45	$0	$0	$0	0	0
46	5501	Equipment/Software-Minor	$4,200	$4,620	$4,830	$0	$0	$0	$0
47	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	0	0
48	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$0
49	5530	Depr/Furn & Equipment	$61	$41	$65	$64	$114	$0	$0
50	5543	Bad Debt Expense	$0	$2	$0	$0	$0	$0	$0
51	5599	Misc. Expense	$2,941	$784	$932	$787	$605	$966	$791
52	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
53	5903	IUT-Subscription Processing	$641	$0	$0	$0	$0	$0	$0
54	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
55	5909	IUT-Dist. Center	$19	$0	$0	$32	$0	$25	$25
56	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
57	5911	IUT-General Overhead	$0	$0	$0	$0	$0	$0	$0
58	5941	IUT-CHOICE	$0	$0	$0	$0	$0	0	0
59	5942	IUT-Advertising	$7,294	$8,429	$6,373	$5,672	$6,081	$6,181	$6,181
60	5600	Taxes/Income	$0	$0	$0	$0	$0	$300	$300
61									
62	TOT EXP.		$62,930	$65,802	$65,598	$53,352	$48,263	$57,300	$51,231
63									
64	NET		($43,870)	($48,271)	($44,455)	($38,594)	($32,209)	($41,100)	($35,531)

Project 3300

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3300**		
4		**Project Name:**	**College & Research Libraries**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4601	Returns/Credits	Returns: (based on actual)		0.00
9	4103	Sales/On-line	Sales of article reprints on the Web		0.00
10	4109	Sales/Miscellaneous	Revenues from reprints, back issues sales (based on historical)		0.00
11	4110	Subscriptions	Ceased print publication in FY14, so no subscription revenue in FY20		0.00
12	4140	Advertising/Gross	Print ceased in FY14, so no print ad revenue in FY20		0.00
13	4143	Advertising/Online	Advertising sales estimated from online sales per Choice estimate (advertising moved to 4429)		
14	4610	Comm/Online Advertising	Advertising representatives' commissions, 3% of online sales. FY20 budgeted online sales $10,000		(300.00)
15	4611	Comm/Sales Rep	Advertising representatives' commissions, not applicable		0.00
16	4612	Comm/Adv. Agency	Eliminated agency discounts as revenues are reflected inclusive of any discount		0.00
17	4421	Royalties-Exempt	Royalties from aggregators, based on FY19 actual with continued small decline year to year		6,000.00
18	4429	Overhd-exempt Rev./Division	Ad revenue based on Choice estimate formally in line 4140 and 4143 now reported in overhead-exempt line as the ads are placed in a journal that is a perquisite of membeship.		10,000.00
19			**Total Revenues**		**15,700.00**

Project 3300

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3300**		
4		**Project Name:**	**College & Research Libraries**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
20	5000	Salaries & Wages	Salaries calculated at % of total ACRL salaries listed in salary matrix.		14,826.00
21	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		4,943.00
22	5110	Professional Services	Professional Services - current distribution Editor 2500 Social Media Editor 1875 Book Review Editor 1875 Editorial Assistant 1 1500 Editorial Assistant 2 1500		12,500.00
23	5122	Bank Service Fees	Bank service fee, based on FY19 actual		350.00
24	5150	Messenger Service	Messenger service		100.00
25	5210	Transportation	Travel Out-of-town, expenses for editor to attend relevant conferences ($1,000 travel allowance transferred to professional services at request of editor)		0.00
26	5305	Speaker/Guest Honorarium	Honorarium, stipend for editor ($1,500 Honorarium transferred to professional services at request of editor)		0.00
27	5400	Editl/Proofreading-O/S	Editorial/Proofread; 30 hr/issue x$25/hr.x 7 issues		5,250.00
28	5401	Typesetting/Compt n-O/S	Typesetting		0.00
29	5402	Printing-O/S	Outside printing. No printing after Nov. 2013.		0.00
30	5403	Binding-O/S	NA		0.00
31	5410	Mail Service-O/S	Mail service--outside. Includes handling. No mailing after Nov. 2013.		0.00
32	5412	Advertising/Direct	Advertising-Direct		0.00
33	5413	Mail List Rental	Mail list rental		0.00

Project 3300

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3300**		
4		**Project Name:**	**College & Research Libraries**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
34	5415	Pre-Press/Photo Services	Prepress/Photographic		0.00
35	5420	Copyright Fees	Copyright (based on last 3 years actual)		0.00
36	5430	Web Operating Expenses	C&RL costs for online journal hosting (estimated 105 total articles over 7 issues at $42 per article, $1,555 annual altmetric fee)		5,965.00
37	5433	Order Processing/Fulfillment			0.00
38	5501	Equipment/Software-Minor	"Editorial Assistant" (peer-review software) - moved from previus system to OJS in June 2017, no additional cost for using OJS system		0.00
39	5523	Postage & E-Mail/O/S	Postage for mailing 2 issues (2 @ 6,500) (increase of 5%). No postage after Nov. 2013.		0.00
40	5530	Depr/Furn & Equipment			0.00
41	5543	Bad Debt Expense	Bad debt, @ 1% sales (4103+4109+4140)		0.00
42	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		791.00
43	5902	IUT-ITTS	Data processing: labels, (50 x 2)		0.00
44	5903	IUT-Subscription Processing	IUT/Customer service: Ceased print in FY14, no subscribers		0.00
45	5905	IUT-Telephone	IUT-Telephone		0.00
46	5909	IUT-Dist. Center	IUT-Distribution		25.00
47	5910	IUT-Repro.	IUT-Reprographics		0.00
48	5942	IUT-Advertising	IUT-Choice - C&RL share (30%) of the amount paid to Choice ($20,604) to manage the sale of ad space per Choice estimate.		6,181.00
49	5911	IUT-General Overhead	IUT-Overhead: 50 % ALA rate on (4103+4601+4109+4110)		0.00
50	5600	Taxes/Income	Unrelated Business Income Tax (UBIT), 3% of gross advertising revenue (4429)		300.00
51			**Total Expenses**		**51,231.00**
52			**Net**		**(35,531.00)**

Project 3302-H

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	PROJECT: 3302 C&RL News								
3		8/13/20 10:05 AM							
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4601	Returns/Credits	$0	$0	$0	$0	$0	$0	$0
8	4104	Sales/Rental-Mail Lists	$0	$0	$0	$0	$0	0	0
9	4109	Sales/Miscellaneous	$285	$76	$54	$0	$0	$50	$25
10	4110	Subscriptions	$21,835	$19,763	$16,216	$16,094	$13,992	$14,817	$13,517
11	4140	Advertising/Gross	$119,037	$113,550	$112,795	$0	$0	$0	$0
12	4142	Advertising/Classified	$365,950	$358,092	$433,651	$415,063	$408,078	$414,000	$205,000
13	4143	Advertising/Online	$102,060	$122,525	$95,938	$64,156	$88,200	$62,000	$75,000
14	4429	Overhd-exempt Rev./Division	$0	$0	$0	$78,760	110,930	$75,000	$70,000
15	4610	Comm/Online Advertising	($1,535)	($2,970)	($3,234)	($1,371)	($3,823)	($2,160)	($2,160)
16	4611	Comm/Sales Rep	($11,458)	($5,694)	($8,326)	($4,310)	($4,912)	($1,950)	($1,950)
17	4612	Comm/Adv. Agency	($12,280)	($41,190)	$0	$0	0	$0	$0
18	4421	Royalties-Exempt	$1,878	$2,414	$1,459	$1,572	1,493	$2,900	$1,500
19	4602	Sales/Book Discounts	$0	($43,490)	$0	$0	$0	$0	$0
20									
21	TOTAL		$585,772	$523,076	$648,554	$569,964	$613,958	$564,657	$360,932
22									
23	EXPENSES								
24	5000	Salaries & Wages	$132,796	$145,838	$134,600	$180,643	$162,848	$186,819	$144,719
25	5001	Temp Employees-In-House	$0	$0	$0	$0	$0	0	0
26	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
27	5009	Accrued Vacation	$0	$0	$0	$0	$0	0	0
28	5010	Employee Benefits	$37,913	$43,276	$41,130	$54,189	$52,682	$58,568	$48,246
29	5100	Temp Employee/Outside	$0	$0	$0	$0	$0	0	0
30	5110	Professional Services	$200	$9,500	$27,000	$18,000	$18,000	$18,000	$18,000
31	5122	Bank Service Fees	$11,624	$4,267	$2,873	$3,694	$1,271	$3,987	$4,227
32	5150	Messenger Service	$3,118	$2,785	$3,309	$4,406	$3,898	$4,500	$4,000
33	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
34	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
35	5350	Program Allocation	$0	$0	$0	$0	$0	0	0
36	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	$0	$0
37	5401	Typesetting/Comptn-O/S	$0	$0	$0	$0	$0	$0	$0
38	5402	Printing-O/S	$78,744	$62,696	$77,431	$97,896	$101,919	$105,732	$110,000
39	5403	Binding-O/S	$0	$124	$20	$0	$0	$25	$25
40	5404	Design Service-O/S	$1,650	$1,650	$1,800	$1,500	$1,800	$1,650	$1,650
41	5410	Mail Service-O/S	$13,853	$11,960	$11,861	$12,184	$12,318	$12,425	$12,645
42	5412	Advertising/Direct	$399	$1,338	$709	$2,888	$314	$3,500	$600
43	5413	Mail List Rental	$0	$0	$0	$0	$0	$0	$0
44	5414	Supplies/Production	$0	$0	$0	$0	$0	$0	$0
45	5415	Pre-Press/Photo Services	$1,787	$1,695	$2,557	$2,640	$3,541	$2,640	$3,520
46	5416	Adv Production Cost	$0	$0	$0	$0	$0	0	0
47	5420	Copyright Fees	$0	$0	$0	$0	$0	$0	$0
48	5430	Web Operating Expenses	$28,435	$28,485	$56,368	$19,206	$35,878	$12,714	$14,100
49	5433	Order Processing/Fulfillment			$1,558	$1,390	$1,075	$1,500	$1,500
50	5500	Supplies/Operating	$0	$0	$0	$0	$0	$0	$0
51	5501	Equipment/Software-Minor	$0	$0	$0	$0	$0	$1,000	$0
52	5502	Ref Matls/Periodicals	$0	$0	$0	$0	$50	$100	$0
53	5522	Telephone & Fax/O/S	$0	$0	$48	$40	$39	$80	$40
54	5523	Postage & E-Mail/O/S	$47,190	$50,671	$45,992	$47,984	$49,039	$50,050	$50,996
55	5530	Depr/Furn & Equipment	$4,127	$404	$582	$605	$1,110	$536	$536
56	5543	Bad Debt Expense	$0	$5,796	$5,524	$4,951	$5,060	$4,908	$2,935
57	5550	Promotion	$0	$0	$0	$0	0	0	0
58	5560	Organization Support/Contrib.	$14,000	$14,000	$14,000	$14,000	$14,000	$14,000	$14,000
59	5599	Misc. Expense	$29,410	$7,536	$8,410	$7,430	$5,902	$9,132	$7,722
60	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
61	5903	IUT-Subscription Processing	$10,985	$13,043	$2,660	$0	$0	$0	$0
62	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
63	5906	IUT-Order Billing	$0	$0	$0	$0	$0	0	0
64	5909	IUT-Dist. Center	$587	$184	$14	$6	$18	$20	$20
65	5910	IUT-Repro.	$0	$0	$18	$18	$71	$20	$50
66	5941	IUT-CHOICE	$0	$0	$0	$0	$0	0	0
67	5942	IUT-Advertising	$14,588	$16,858	$12,747	$11,345	$12,161	$12,362	$12,362
68	5999	IUT-Misc.	$0	$0	$0	$0	$0	0	0
69	5911	IUT-General Overhead	$2,809	$2,569	$2,148	$2,124	$67,611	$65,040	$38,894
70	5600	Taxes/Income	$12,216	$0	($24,319)	$0	$0	$14,280	$8,400
71									
72	TOTAL EXPENSES		$446,431	$424,675	$429,039	$487,139	$550,606	$583,588	$499,187
73									
74	NET		$139,341	$98,401	$219,515	$82,825	$63,352	($18,931)	($138,255)

ACRL FY21 Budget

Project 3302

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3302**		
4		**Project Name:**	**C&RL News**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
8	4601	Returns/Credits	Returns/Credits-based on FY13 actual		$0.00
9	4109	Sales/Miscellaneous	Sales of back issues (based on avg of fiscal 17, 18, 19)		$25.00
10	4110	Subscriptions	Subscriptions (based on 20% decline from FY19 actual; assume 2% annual increase in rates going forward)		$13,517.00
11			One-third deferred from FY 2020: $4,883		
12			Jan. – Dec. 2021 year:		
13			US: 194 @ $60 = 11,640		
14			Canada & PUASP: 4 @ $65 = 260		
15			Other foreign: 15 @ $70 = 1,050		
16			Total 2021 revenue = $12,950 Two-thirds recognized in 2021: $8,638 (One-third deferred to 2022): $4,312		
17	4140	Advertising/Gross	As print ads in a journal given as a perquisite of membership and are overhead exempt we are moving them to the overhead exempt line 4429.		
18	4142	Advertising/Classified	Classified ad revenue - share of JobLIST ad sales (based on FY20 trends and post-COVID projections)		$205,000.00
19	4143	Advertising/Online	Online advertising revenue based on Choice estimate of sponsorships of ACRL Update e-newsletter, Keeping Up With newsletter, ACRL Delivers eblasts		$75,000.00
20	4610	Comm/Online Advertising	Advertising representatives' commissions based on 3% of net online advertising revenue (website ads, etoc and newsletter sponsorships, eblasts=$72,000)		($2,160.00)
21	4611	Comm/Sales Rep	Advertising representatives' commissions based on 3% of print advertising revenue ($65,000)		($1,950.00)
22	4612	Comm/Adv. Agency	Eliminated agency discounts as revenues are reflected inclusive of any discount		$0.00
23	4421	Royalties-Exempt	Royalties – aggregators (based on average of FY17, 18, 19.)		$1,500.00
24	4429	Overhd-exempt Rev./Division	Includes print ad sales and online advertising revenue in C&RL News based on Choice estimate; 1 etoc per issue. Since C&RL News is provided as a perquisite to members ads in this publication are exempt from overhead per the operating agreement. Reduced by 25,000 from initial budget due to C-19 converns.		$70,000.00
25			**Total Revenues**		**$360,932.00**

Project 3302

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3302**		
4		**Project Name:**	**C&RL News**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
26	5000	Salaries & Wages	Salaries calculated at % of total ACRL salaries listed in salary matrix		$144,719.00
27	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		$48,246.00
28	5110	Professional Services	Professional Service, outsourcing platform for ALA JobLIST, the online career center, shared with *American Libraries*		$18,000.00
29	5122	Bank Service Fees	Payment processing fees - approx 3.0% of product ad revenues		$4,227.00
30	5150	Messenger Service	FedExp, UPS, Messenger Service (based on FY2019 actual)		$4,000.00
31	5400	Editl/Proofreading-O/S	Proofreading as needed (based on historical trends)		$0.00
32	5401	Typesetting/Comptn-O/S	No longer a charge item.		$0.00
33	5402	Printing-O/S	Printing issues of C&RL News ($10,000/issue x 11, based on FY19 actual + 8% increase based on estimate from Walsworth, assuming page counts at FY19 level)		$110,000.00
34	5403	Binding-O/S	Binding		$25.00
35	5404	Design Service-O/S	Design work for cover ($150/issue)		$1,650.00
36	5410	Mail Service-O/S	Mail handling of 11 issues @ $1,100 (based on FY19 actual), plus $325 for promotional mailings. Postage in line 5523.		$12,645.00

Project 3302

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3302**		
4		**Project Name:**	**C&RL News**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
37	5412	Advertising/Direct	Promo Costs – $500 Direct, e.g. brochure, flyers, space ads for subscriptions; $100, marketing online career center		$600.00
38	5413	Mail List Rental	Mail List Rental - No longer used.		$0.00
39	5414	Supplies/Production	Supplies/Production		$0.00
40	5415	Pre-Press/Photo Services	Pre-Press Services including electronic alterations by printer and additional proofs ($320/issue; based on FY19 actual)		$3,520.00
41	5420	Copyright Fees	Copyright fee (based on historical)		$0.00
42	5430	Web Operating Expenses	*C&RL News* costs for online journal hosting (estimated 20 articles per issue at $42/ article=$840/ issue) plus $1,750 for web subscription support, $3,110 annual altmetric fee.		$14,100.00
43	5433	Order Processing/Fulfillment	Charges from ESP (based on FY19 actual and historical)		$1,500.00
44	5500	Supplies/Operating	Supplies, based on FY19 actual and historical		$0.00
45	5501	Equipment/Software-Minor	Haven't used since prior to FY15		$0.00
46	5502	Ref Matls/Periodicals	Magazine subscriptions, editorial-related books for editor and assistant editors. Zeroed out for FY21 due to c-19.		$0.00
47	5522	Telephone & Fax/O/S	Part of subs processing costs, based on FY19 actual and historical.		$40.00
48	5523	Postage & E-Mail/O/S	Postage-distributing of 11 issues of C&RL News based on FY19 actual and increasing by 4% to account for potential postal increase (4,458/issue + 4% = 4,636/issue)		$50,996.00

ACRL FY21 Budget

Project 3302

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3302**		
4		**Project Name:**	**C&RL News**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
49	5530	Depr/Furn & Equipment	Depreciation		$536.00
50	5543	Bad Debt Expense	Bad debt @1% gross revenue on subscriptions, misc. sales, and product ads		$2,935.00
51	5560	Organization Support/Contrib.	IUT - JobLIST-related support to HRDR for furniture in the placement center; starting in FY13 agreed at $14,000 or 7.5% of gross JobLIST online ad revenues, whichever is less		$14,000.00
52	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		$7,722.00
53	5902	IUT-ITTS	This item moved to project 3200 in FY12 per MJP.		$0.00
54	5903	IUT-Subscription Processing	IUT-Customer Service and processing of ad billing; Subscription processing is now direct billed and shows as part of totals in 5410, 5433, 5522, and		$0.00
55	5905	IUT-Telephone	IUT-Telephone – Based on historical		$0.00
56	5909	IUT-Dist. Center	IUT-Distribution – Based on FY19 actual		$20.00
57	5910	IUT-Repro.	IUT-Reprographics – Based on FY19 actual + historical		$50.00
58	5942	IUT-Advertising	IUT-Advertising - C&RL News share (60%) of the amount paid to CHOICE ($20,604) to manage the sale of ad space per Choice estimate.		$12,362.00
59	5911	IUT-General Overhead	IUT – Overhead on ad sales on online advertising outside of the member perquisite and subscriptions @ rate of 50% of ALA OH rate		$38,894.00
60	5600	Taxes/Income	Unrelated Business Income Tax, est. @ 3% of gross advertising revenue lines 4140, 4142, 4143		$8,400.00
61			**Total Expenses**		**$499,187.00**
62			**Net**		**($138,255.00)**

ACRL FY21 Budget

Project 3303-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2		8/13/2020							
3									
4	PROJECT: 3303 RBM		2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	4100	Sales/Books	$0	$0	$0	$0	$0	0	0
8	4601	Returns/Credits	$0	$0	$0	$0	$0	($5)	($3)
9	4104	Sales/Rental-Mail Lists	$0	$0	$0	$0	$0	0	0
10	4109	Sales/Miscellaneous	$408	$195	$402	$52	$0	$100	$50
11	4110	Subscriptions	$20,130	$20,576	$17,914	$11,727	$17,725	$13,898	$15,190
12	4140	Advertising/Gross	$11,050	$11,690	$8,440	$7,970	$9,930	$8,500	$8,500
13	4142	Advertising/Classified	$0	$0	$0	$0	$0	0	0
14	4143	Advertising/Online	$4,680	$7,550	$5,430	$2,350	$2,260	$3,000	$2,500
15	4610	Comm/Online Advertising	($108)	($120)	$0	($39)	($68)	($90)	($75)
16	4611	Comm/Sales Rep	($686)	($604)	($256)	($277)	($298)	($255)	($255)
17	4612	Comm/Adv. Agency	$0	($3,340)	$0	$0	$0	$0	$0
18	4400	Donations/Honoraria	$0	$0	$0	$0	$0	0	0
19	4421	Royalties-Exempt	$4,449	$2,859	$2,731	$1,088	$321	$2,225	$1,000
20	4429	Overhd-exempt Rev./Divisi	$0	$0	$0	$0	$0	0	0
21	4602	Sales/Book Discounts	$0	($975)	$0	$0	$0	$0	$0
22									
23	TOTAL		$39,923	$37,831	$34,661	$22,871	$29,870	$27,373	$26,907
24									
25	EXPENSES								
26	5000	Salaries & Wages	$4,427	$6,084	$3,916	$4,409	$2,552	$4,551	$2,268
27	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
28	5010	Employee Benefits	$1,264	$1,805	$1,197	$1,323	$892	$1,427	$756
29	5110	Professional Services	$800	$800	$800	$800	$800	$800	$800
30	5122	Bank Service Fees	$36	$81	$370	$219	$363	0	0
31	5150	Messenger Service	$41	$42	$37	$48	$52	$50	$50
32	5400	Editl/Proofreading-O/S	$375	$750	$750	$750	$675	$800	$800
33	5401	Typesetting/Comptn-O/S	$0	$0	$0	$0		$0	$0
34	5402	Printing-O/S	$3,327	$4,388	$3,595	$3,195	$3,018	$3,452	$3,250
35	5403	Binding-O/S	$0	$0	$39	$21	$0	0	0
36	5404	Design Service-O/S	$0	$300	$0	$0		$0	$0
37	5410	Mail Service-O/S	$642	$583	$788	$665	$654	$890	$890
38	5412	Advertising/Direct	$0	$175	$0	$0		$0	$0
39	5413	Mail List Rental	$0	$0	$0	$0		$0	$0
40	5415	Pre-Press/Photo Services	$338	$302	$381	$371	$260	$350	$350
41	5420	Copyright Fees	$0	$0	$0	$0		$0	$0
42	5430	Web Operating Expenses	$3,950	$5,364	$8,475	$2,201	$2,182	$1,422	$1,873
43	5433	Order Processing/Fulfillmer	$0	$0	$2,017	$785	$696	$1,000	$1,000
44	5501	Equipment/Software-Minor	$270	$0	$0	$0	$0	$0	$0
45	5522	Telephone & Fax/O/S	$0	$0	$6	$28	$10	$35	$35
46	5523	Postage & E-Mail/O/S	$1,266	$1,286	$1,510	$1,369	$1,270	$1,424	$1,320
47	5530	Depr/Furn & Equipment	$20	$17	$17	$15	$17	0	0
48	5540	Royalty Expense	$0	$0	$0	$0		0	0
49	5543	Bad Debt Expense	$0	$91	$102	$102	$103	$86	$86
50	5599	Misc. Expense	$980	$314	$245	$181	$93	$222	$121
51	5600	Taxes/Income	$215	$0	($215)	$0	$0	$345	$330
52	5903	IUT-Subscription Processin	$7,261	$8,695	$2,014	$0	$0	$0	$0
53	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
54	5909	IUT-Dist. Center	$25	$15	$0	$8	$0	$25	$25
55	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
56	5911	IUT-General Overhead	$5,070	$2,690	$4,575	$3,019	$3,958	$3,627	$3,565
57	5941	IUT-CHOICE	$0	$0	$0	$0	$0	0	0
58	5942	IUT-Advertising	$2,431	$2,810	$2,124	$1,891	$2,027	$2,060	$2,060
59									
60	EXPENSES		$32,738	$36,592	$32,744	$21,400	$19,622	$22,566	$19,579
61									
62	NET		$7,185	$1,239	$1,917	$1,471	$10,249	$4,807	$7,328

Project 3303

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3303**		
4		**Project Name:**	**Rare Books and Manuscripts**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4601	Returns/Credits	Returns @ 5% of line 4109		($3)
9	4109	Sales/Miscellaneous	Sales of back issues (based on FY19 actual and historical)		$50
10	4110	Subscriptions			$15,190
11			One-third (Sept.-Dec.) deferred from FY20: $5,239		
12			FY21 (18% decline from FY19 actual, plus annual 2% cost increase)		
13			236 US subs. @ $54 = $12,744		
14			8 Canadian @ $60 = 480		
15			24 foreign @ $71 = $1,704		
16			268 $14,928		
17					
18			Two-thirds recognized in FY21: $9,951		
19			(One-third deferred to FY22: $4,977)		
20	4140	Advertising/Gross	Per Choice projections.		$8,500
21	4143	Advertising/Online	Per Choice projections.		$2,500
22	4610	Comm/Online Advertising	Advertising representatives' commissions, 3% of net advertising revenue shown in 4143		($75)
23	4611	Comm/Sales Rep	Advertising representatives' commissions, 3% of net advertising revenue (4140-4612)		($255)
24	4612	Comm/Adv. Agency	Eliminated agency discounts as revenues are reflected inclusive of any discount		$0
25	4421	Royalties-Exempt	Royalties – aggregators (based on average of FY17, 18, and 19 plus historical trends.)		$1,000
26					
27					
28			**Total Revenues**		**$26,907**

ACRL FY21 Budget

Project 3303

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3303**		
4		**Project Name:**	**Rare Books and Manuscripts**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
29	5000	Salaries & Wages	Salaries: % of ACRL total salaries listed in salary matrix		$2,268
30	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		$756
31	5110	Professional Services	Editor Stipend		$800
32	5150	Messenger Service	Based on FY19 and historical.		$50
33	5400	Editl/Proofreading-O/S	Editorial/Proofreading ($400 per issue) 10 hrs x $40		$800
34	5401	Typesetting/Comptn-O/S			$0
35	5402	Printing-O/S	Printing issues of RBM ($1,500/issue x 2, based on FY19 actual + 8% increase based on estimate from Walsworth, assuming page counts at FY19 level)		$3,250
36	5404	Design Service-O/S			$0
37	5410	Mail Service-O/S	Mail handling of 2 issues of magazine ($50 ea.) + list preparation @ 275 ea. And $240 for subscription handling.		$890
38	5412	Advertising/Direct	Advertising-Direct, Promotional flyers mailed to purchased mailing lists of potential subscribers		$0
39	5413	Mail List Rental	Mailing list rental		$0
40	5415	Pre-Press/Photo Services	Pre-press/photographic work @ $185/issue		$350
41	5420	Copyright Fees	Copyright		$0
42	5430	Web Operating Expenses	RBM costs for online journal hosting (estimated 14 total articles over 2 issues @ $42/ article), $750 for web hosting of subscription processing, and $535 for altmetrics.		$1,873
43	5433	Order Processing/Fulfillment	Subscription processing fees from outside supplier		$1,000
44	5501	Equipment/Software-Minor	"Editorial Assistant" (peer-review software) $30 per submitted article; avg 10 submitted articles per year -DISCONTINUED USE in FY15		$0
45	5522	Telephone & Fax/O/S	Support for subscription processing		$35
46	5523	Postage & E-Mail/O/S	Postage for mailing two issues (2 @ $660). (First class) (Note: Second class rates not available for RBM because it is not mailed often enough to qualify.) (increase of 4% from FY19 actual)		$1,320

Project 3303

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3303**		
4		**Project Name:**	**Rare Books and Manuscripts**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
47	5543	Bad Debt Expense	Bad debt @ 1% of revenue on lines 4109 and 4140		$86
48	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		$121
49	5903	IUT-Subscription Processing	Subscription services fees, moved to lines 5433, 5522,5430, and 5410		$0
50	5905	IUT-Telephone	IUT-Telephone		$0
51	5909	IUT-Dist. Center	IUT-Distribution (includes some back issues)		$25
52	5910	IUT-Repro.	IUT-Reprographics		$0
53	5942	IUT-Advertising	IUT Advertising: RBM share (10%) of the amount paid to CHOICE ($20,604) to manage the sale of ad space per Choice estimate.		$2,060
54	5911	IUT-General Overhead	IUT-Overhead: 50% of ALA OH rate x Total Revenues		$3,565
55	5600	Taxes/Income	Unrelated business income: 3% of total advertising revenue, line 4140, 4142, 4143		$330
56			**Total Expenses**		**$19,579**
57			**Net**		**$7,328**

ACRL FY21 Budget

Project 3340-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL								
3	PROJECT: 3340 Web-based Continuing Education								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	REVENUE								
8	4103	Sales/On-line	$0	$59,200	$81,545	$102,650	$22,255	$28,000	$24,375
9	4105	Sales/Webinars, Webcasts.	$119,000	$108,950	$41,121	$19,720	$81,890	$63,920	$52,900
10	4140	Advertising/Gross	$36,670	$0	$0	$0	$0	$0	$0
11	4610	Comm/Online Advertising	$0	$0	$0	$0	$0	0	0
12	4611	Comm/Sales Rep	($5,257)	($3,342)	($4,639)	($954)	($447)	($1,350)	($1,097)
13									
14	TOTAL		$150,413	$164,808	$118,027	$121,416	$103,698	$90,570	$76,178
15									
16	EXPENSES								
17	5000	Salaries & Wages	$13,280	$20,500	$12,053	$27,143	$15,636	$28,646	$15,640
18	5010	Employee Benefits	$3,791	$6,083	$3,683	$8,142	$4,817	$8,980	$5,214
19	5110	Professional Services	$1,722	$10,268	$3,185	$4,430	$5,894	$9,312	$8,500
20	5122	Bank Service Fees	$2,092	$3,099	$1,233	$2,926	1537.24	$2,581	$2,171
21	5150	Messenger Service	$0	$0	$0	$0	$0	$0	$0
22	5210	Transportation	$0	$0	$0	$0	$0	0	0
23	5305	Speaker/Guest Honorarium	$0	$0	$300	$7,519	$2,274	0	0
24	5350	Program Allocation	$0	$0	$0	$0	$101	0	0
25	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	$0	$0
26	5402	Printing-O/S	$0	$0	$0	$0	$0	$0	$0
27	5404	Design Service-O/S	$0	$0	$0	$0	$0	$0	$0
28	5410	Mail Service-O/S	$0	$0	$0	$0	$0	$0	$0
29	5411	Advertising/Space	$0	$0	$0	$0	$0	$0	$0
30	5412	Advertising/Direct	$0	$0	$0	$0	$0	$0	$0
31	5413	Mail List Rental	$0	$0	$0	$0	$0	$0	$0
32	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	$0	$0
33	5420	Copyright Fees	$0	$0	$0	$0	$0	$0	$0
34	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$0
35	5430	Web Operating Expenses	$0	$0	$5,971	$3,467	$2,744	$0	$0
36	5431	Webminars/Webcasts/Web (	$16,037	$15,540	$1,956	$0	$0	$4,171	$4,461
37	5500	Supplies/Operating	$0	$0	$0	$0	$0	0	0
38	5530	Depr/Furn & Equipment	$61	$57	$52	$91	$107	0	0
39	5540	Royalty Expense	$8,867	$7,905	$3,218	$1,581	$0	$6,392	$5,290
40	5543	Bad Debt Expense	$0	$604	$606	$503	$405	$453	$381
41	5600	Taxes/Income		$0	$0	$0		$0	$0
42	5599	Misc. Expense	$2,941	$1,059	$753	$1,116	$567	$1,400	$835
43	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
44	5909	IUT-Dist. Center	$0	$0	$7	$10	$0	$0	$0
45	5910	IUT-Repro.	$0	$0	$0	$0	$0	0	0
46	5940	IUT-Registration Processing	$2,477	$3,944	$2,207	$2,998	$1,809	$4,004	$5,082
47	5911	IUT-General Overhead	$14,445	$21,343	$16,192	$16,153	$13,740	$8,469	$7,009
48									
49	TOTAL DIRECT EXPENSES		$65,713	$90,401	$51,415	$76,078	$49,631	$74,408	$54,583
50									
51	NET		$84,700	$74,407	$66,612	$45,339	$54,067	$16,162	$21,595

ACRL FY21 Budget

Project 3340

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3340**		
4		**Project Name:**	**Web-based Continuing Education**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4103	Sales/On-line	15% of sponsored webinar revenue to cost-share with CHOICE. (Percentage was 40% in FY17, currently splitting 85/15 CHOICE/ACRL)		24,375
9	4105	Sales/Webinars, Webcasts. Web CE	Online learning registration fees (multi-week online courses and one-shot webcasts)		52,900
10			**Online courses:** 2 total online courses x 20 particpants each @ $135 = $8,100	5,400	
11			**Webcasts**: 20 live webcasts with 25 registrants each (500 total) with an average reg fee of $95 (based on avg reg for webcasts following the implementation of the "group" registration rate). Based on $50 ACRL member fee, $75 ALA member, $90 Nonmember, $40 Student, $305 Group	47,500	
12	4140	Advertising/Gross	CHOICE sponsored revenue recognized in 4103		-
13	4611	Comm/Sales Rep	Commissions on ACRL-CHOICE sponsored webcasts. 15% of $9,000 due to cost-share with CHOICE. Updated based on historical actuals.		(1,097)
14			**Total Revenues**		**76,178**

ACRL FY21 Budget

Project 3340

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3340**		
4		**Project Name:**	**Web-based Continuing Education**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
15	5000	Salaries & Wages	Salaries @ % of ACRL salaries listed in matrix		15,640
16	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		5,214
17	5110	Professional Services	Course development, 2 new Moodle courses x $1,000 = $2,000	2,000	8,500
18			LearningTimes annual fee @ $3,000	3,000	
19			Learning Times per person, per hour fee (based on average of 90 minute per event x $7/hour/person at 500 webcast attendees)	3,500	
20	5122	Bank Service Fees	Bank Charges		2,171
21	5150	Messenger Service	Messenger service		-
22	5400	Editl/Proofreading-O/S	Editorial/Proofreading		-
23	5402	Printing-O/S	Outside printing , flyers for marketing		-
24	5404	Design Service-O/S	Design service- Outside		-
25	5410	Mail Service-O/S	Mail service - Outside		-
26	5411	Advertising/Space	Advertising space purchase		-
27	5412	Advertising/Direct	Advertising-Direct		-
28	5413	Mail List Rental	Mail list rental		-
29	5415	Pre-Press/Photo Services	Pre-Press/Photographic		-
30	5420	Copyright Fees	Copyright fees		
31	5430	Web Operating Expenses	Web Operating Expenses		-
32	5431	Webminars/Webcasts/Web CE Exp	85/15 expense split with CHOICE; 15% expenses recognized in budget.		4,461

Project 3340

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3340**		
4		**Project Name:**	**Web-based Continuing Education**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
33	5523	Postage & E-Mail/O/S	Postage (based on historical actual)		-
34	5540	Royalty Expense	Presenter royalty payments: 10% x registration revenue for webcasts and online courses, less LearningTimes payments for webcasts		5,290
35	5543	Bad Debt Expense	Bad debt (1% of gross revenues)		381
36	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		835
37	5905	IUT-Telephone	IUT-Telephone		-
38	5909	IUT-Dist. Center	IUT-Distribution		-
39	5940	IUT-Registration Processing	IUT-Registration Processing: $8.25 per registrant for online courses and webcasts. Based on 616 online learning attendees.		5,082
40	5911	IUT-General Overhead	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues (4105)		7,009
41	5600	Taxes/Income	3% of advertising revenues		-
42			**Total Expenses**		**54,583**
43			**Net**		**21,595**

Project 3341-H

ACRL Virtual Vote Doc 2.1

	B	C	F	G	H	I	J
1	ALA BUDGET WORKSHEET						
2	ACRL	8/13/2020					
3	PROJECT: 3341 Licensed Workshops						
4			2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6							
7	4105	Sales/Webinars, Webcas	$0	$0	$0	$0	$0
8	4200	Registration Fees	$0	$19,430	$630	$18,410	$9,205
9	4430	Royalties-Non-Exempt	$55,795	$160,250	$76,370	$130,000	$57,000
10							
11	TOTAL		$55,795	$179,680	$77,000	$148,410	$66,205
12							
13	EXPENSES						
14	5000	Salaries & Wages	$29,636	$35,313	$26,633	$37,986	$26,066
15	5001	Temp Employees-In-Hou	$0	$0	$0	0	0
16	5002	Overtime/Wages	$0	$0		0	0
17	5010	Employee Benefits	$9,056	$10,593	$8,204	$11,909	$8,690
18	5110	Professional Services	$0	$0	$0	0	0
19	5122	Bank Service Fees	$0	$128	$214	$3,250	$1,425
20	5150	Messenger Service	$38	$416	$54	$0	$0
21	5210	Transportation	$1,437	$0	$0	0	0
22	5302	Meal Functions	$0	$2,793	$0	$3,080	$1,540
23	5304	Speaker/Guest Expenses	$5,511	$6,310	$1,331	$3,700	$1,850
24	5305	Speaker/Guest Honorariu	$5,511	$55,625	$24,998	$42,000	$18,750
25	5309	Audio/Visual Equip Renta	$0	$3,588	$2,483	0	0
26	5350	Program Allocation	$0	$750	$1,500	$20,000	$20,000
27	5402	Printing-O/S	$0	$734	$0	$0	$0
28	5522	Telephone & Fax/O/S	$0	$0	$0	0	0
29	5523	Postage & E-Mail/O/S	$0	$0	$0	0	0
30	5530	Depr/Furn & Equipment	$128	$118	$181	0	0
31	5540	Royalty Expense	$0	$0	$0	0	0
32	5543	Bad Debt Expense	$0	$0	$0	0	0
33	5599	Misc. Expense	$1,992	$1,592	$1,040	$1,857	$1,391
34	5900	IUT-Marketing	$0	$0	$0	0	0
35	5902	IUT-ITTS	$0	$0	$0	0	0
36	5905	IUT-Telephone	$0	$0	$0	$0	$0
37	5909	IUT-Dist. Center	$0	$9	$31	$0	$0
38	5910	IUT-Repro.	$309	$74	$366	$0	$0
39	5942	IUT-Advertising	$0	$0	$0	0	0
40	5999	IUT-Misc.	$0	$0	$0	0	0
41	5911	IUT-General Overhead	$7,365	$26,283	$10,286	$19,664	$8,772
42							
43	TOTAL EXPENSES		$60,983	$144,325	$77,320	$143,446	$88,484
44							
45	NET		($5,188)	$35,355	($320)	$4,964	($22,279)

ACRL FY21 Budget

Project 3341

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3341**		
4		**Project Name:**	**Licensed Workshops**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
8	4105	Sales/Webinars, Webcasts. Web CE			
9	4200	Registration Fees	Offering a workshop at ALA Annual Conference. Registration fees for one 1-day workshop: 30 ACRL members @ $255 = $7,650, 3 ALA members @ $295 = $885, 2 Nonmembers @ $335 = $670 for each workshop. Total = $9,205		9,205
10	4430	Royalties-Non-Exempt	REDUCED BY 50% DUE TO COVID-19 - ASSUMES NO IN-PERSON WORKSHOPS THROUGH 2020 AND NO WORKSHOP IN SHARJAH Original numbers: Licensed regional workshops. ACRL offers workshops upon request on 7 topics (Standards for Libraries in Higher Education, Scholarly Communication, Assessment, Research Data Management, Framework for Information Literacy for Higher Education, Open Educational Resources, and Scholarship of Teaching and Learning). License fee with two presenters at @ 6,000 per workshop x 12. License fee for Standards and AiA workshops with one presenter @ $3,500 per workshop x 12. License fee for one workshop at Sharjah Library Conference @ $2,000.		57,000
11			**Total Revenues**		**66,205**

Project 3341

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3341**		
4		**Project Name:**	**Licensed Workshops**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
12	5000	Salaries & Wages	Salaries @ % of ACRL salaries listed in the salary matrix		26,066
13	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		8,690
14	5122	Bank Service Fees	Bank service fees		1,425
15	5150	Messenger Service			-
16	5302	Meal Functions	Workshop AM and PM breaks for ALA Annual Conference. 35 participants x 2 breaks @ $22 per break = $1,540.		1,540
17	5304	Speaker/Guest Expenses	REMOVED STAFF TRAVEL DUE TO COVID-19; NO SUBSIDIZED OFFERINGS Original numbers: All travel for experienced presenters is reimbursed by hosts for workshops delivered. ACRL covers travel for new presenters to shadow (2 people, per person costs: $450 flight, $200 hotel x 1.5 nights, $50 per diem x 2 days, $75 ground transportation). Staff travel to shadow 2 workshops (per workshop: $450 flight, $75 ground transportation, lodging $200 per night x 1.5 days, per diem $50 day x 2 days). Travel costs for road show subsidized 2 experienced speakers x 5 workshop locations = $9250; Breakdown per person costs: $450 flight, $200 hotel x 1.5		1,850

ACRL FY21 Budget

Project 3341

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3341**		
4		**Project Name:**	**Licensed Workshops**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
18	5305	Speaker/Guest Honorarium	REDUCED PRESENTER HONORARIUM BY 50% DUE TO COVID-19 - ASSUMES NO IN-PERSON WORKSHOPS THROUGH 2020 Original numbers: Presenter honorarium @ $750 x 2 presenters x 12 workshops; $750 Standards/AiA/other x 1 presenter x 12 workshops; plus seven presenter coordinators $750 each.		18,750
19	5350	Program Allocation	Annual funds for new curriculum development and existing curriculum refresh; IUT to Standards budget for Standards and Framework booklets comped for those workshops		20,000
20	5402	Printing-O/S			
21	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		1,391
22	5905	IUT-Telephone	IUT-Telephone		-
23	5909	IUT-Dist. Center	IUT-Distribution		
24	5910	IUT-Repro.	IUT-Reprographics		
25	5911	IUT-General Overhead	IUT-Overhead: License overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting.		8,772
26			**Total Expenses**		**88,484**
27			**Net**		**(22,279)**

Project 3400-H

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL	8/13/2020							
3	PROJECT: 3400 Non-Periodical Publications								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	4100	Sales/Books	$322,577	$471,338	$317,939	$376,051	$302,128	$371,500	$219,000
8	4601	Returns/Credits	($15,758)	($32,989)	($27,280)	($24,719)	($26,572)	($26,005)	($17,520)
9	4101	Sales/Pamphets	$0	$0	$0		$0	0	0
10	4103	Sales/On-line	$0	$0	$0		$0	($1,115)	($2,190)
11	4108	Sales/ALA Store	$0	$0	$0		$0	0	0
12	4109	Sales/Miscellaneous	$0	$0	$0		$0	0	0
13	4400	Donations/Honoraria	$0	$0	$0		$0	0	0
14	4421	Royalties-Exempt	$6,731	$21,513	$14,831	$38,020	$63,640	$35,000	$63,000
15	4429	Overhd-exempt Rev./Division	$0	$0	$0		$0	0	0
16	4430	Royalties-Non-Exempt	$0	$0	$0		$0	0	0
17	4602	Sales/Book Discounts	$0	($85,111)	($17,363)	($878)	($299)	$0	$0
18									
19	TOTAL		$313,550	$374,752	$288,126	$388,475	$338,897	$379,380	$262,290
20									
21	EXPENSES								
22	5000	Salaries & Wages	$60,643	$76,664	$76,896	$102,634	$91,519	$106,487	$81,331
23	5001	Temp Employees-In-House	$0	$0	$0			0	0
24	5002	Overtime/Wages	$0	$0	$0		$0	0	0
25	5010	Employee Benefits	$17,313	$22,749	$23,498	$30,787	$28,193	$33,384	$27,114
26	5110	Professional Services	$7,200	$19,400	$0		$0	0	0
27	5122	Bank Service Fees	$3	$2,089	$42	$5	$0	$25	$6,351
28	5150	Messenger Service	$172	$98	$52	$39	$0	$45	$0
29	5210	Transportation	$0	$0	$0		$0	$0	$0
30	5212	Lodging & Meals	$0	$0	$0		$0	0	0
31	5214	Entertainment	$317	$0	$0		$0	$0	$0
32	5216	Business Meetings	$0	$0	$0		$0	0	0
33	5302	Meal Functions	$0	$0	$0		$0	0	0
34	5350	Program Allocation	$21	$0	$0		$0	0	0
35	5400	Editl/Proofreading-O/S	$23,592	$18,642	$10,959	$20,688	$16,475	$24,300	$18,200
36	5401	Typesetting/Comptn-O/S	$0	$0	$0			$0	$0
37	5402	Printing-O/S	$28,403	$37,918	$26,255	$33,411	$32,056	$41,000	$37,200
38	5403	Binding-O/S	$0	$0	$0			0	0
39	5404	Design Service-O/S	$12,956	$0	$161	$80	$241	$250	$3,000
40	5410	Mail Service-O/S	$0	$0	$0		$67	0	0
41	5411	Advertising/Space	$0	$0	$0		$0	$0	$0
42	5412	Advertising/Direct	$0	$2,553	$0			$5,000	$5,000
43	5413	Mail List Rental	$0	$0	$0			$0	$0
44	5414	Supplies/Production	$1,162	$147	$0			$0	$0
45	5415	Pre-Press/Photo Services	$166	$328	$100	$77	$12	$100	$25
46	5420	Copyright Fees	$0	$219	$0	$3,000	$0	$990	$770
47	5430	Web Operating Expenses	$0	$0	$0		$0	$0	$0
48	5432	Purchased Inventory	$0	$0	$0			0	0
49	5433	Order Processing/Fulfillment	$26,669	$28,395	$24,220	$31,331	$22,775	$31,578	$17,520
50	5480	Cost of Sales	$55,881	$38,371	$56,318	$70,029	$38,553	$70,585	$39,420
51	5490	Inventory Adjustment	($51,716)	($66,414)	($35,943)	($55,342)	($79,262)	($66,640)	($59,195)
52	5499	Inventory Reserve Adjustment	$8,735	$2,167	$2,000	$4,329	$2,000	$2,000	$2,000
53	5500	Supplies/Operating	$0	$0	$3,789		$0	0	0
54	5501	Equipment/Software-Minor	$0	$0	$0		$0	0	0
55	5502	Ref Matls/Periodicals	$0	$0	$0		$0	$0	$0
56	5521	Space Rent	$0	$0	$0		$0	0	0
57	5522	Telephone & Fax/O/S	$0	$0	$0		$0	0	0
58	5523	Postage & E-Mail/O/S	$3,344	$4,281	$0	$6,694	$5,049	$7,000	$6,000
59	5530	Depr/Furn & Equipment	$277	$213	$333	$344	$624	0	0
60	5540	Royalty Expense	$10,851	$48,724	$22,594	$27,116	$20,598	$18,575	$10,950
61	5543	Bad Debt Expense	$0	$2,127	$3,446	$3,667	$4,000	$4,000	$4,000
62	5599	Misc. Expense	$13,430	$3,961	$4,730	$4,222	$3,317	$5,205	$4,340
63	5900	IUT-Marketing	$0	$0	$0		$0	$0	$0
64	5902	IUT-ITTS	$0	$0	$0		$0	$0	$0
65	5905	IUT-Telephone	$0	$0	$0		$0	$0	$0
66	5909	IUT-Dist. Center	$804	$688	$1,117	$939	$1,259	$1,000	$1,300
67	5910	IUT-Repro.	$48	$84	$53	$18	$24	$100	$100
68	5942	IUT-Advertising	$0	$0	$0		$0	0	0
69	5999	IUT-Misc.	$0	$0	$0		$0	0	0
70	5911	IUT-General Overhead	$38,966	$45,744	$36,075	$46,260	$36,472	$45,630	$26,406
71	5941	IUT-CHOICE			$0		$0	$4,309	$4,309
72									
73	TOTAL EXPENSES		$259,237	$289,149	$256,695	$330,329	$223,970	$334,923	$236,141
74									
75	NET		$54,313	$85,603	$31,431	$58,146	$114,927	$44,457	$26,149

Project 3400

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3400**		
4		**Project Name:**	**Non-Periodical Publishing**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
8	4100	Sales/Books	**Backlist sales:** $93,000. 155 titles at $600/title **Sales of new books**: $126,000. 14 new titles at $9,000/title		219,000
9	4601	Returns/Credits	Returns, @ 8% of sales. (Up from 7% based on FY19 8.79% actual)		(17,520)
10	4103	Sales/On-line			(2,190)
11	4421	Royalties-Exempt	Royalties from Univ. of So. Carolina, ALA,MIT Press, Haworth, EBSCO, ProQuest, Gardners, etc		63,000
12			**Total Revenues**		**262,290**

Project 3400

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3400**		
4		**Project Name:**	**Non-Periodical Publishing**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
13	5000	Salaries & Wages	Salaries @ % of ACRL salaries listed in the salary matrix		81,331
14	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		27,114
15	5122	Bank Service Fees	Bank Credit card		6,351
16	5150	Messenger Service	Messenger		-
17	5210	Transportation	PIL Editor & Content Strategist travel		-
18	5214	Entertainment	Recruitment & Acquisition of Content		-
19	5400	Editl/Proofreading-O/S	Editorial/Proofreading (14 @ $1300)		18,200
20	5401	Typesetting/Comptn-O/S	Typesetting		-
21	5402	Printing-O/S	Outside printing of 14 new titles @ $2,300/title, with an additional $5,000 for reprints		37,200
22	5404	Design Service-O/S	Potential design of 1 of the 14 new books		3,000
23	5411	Advertising/Space	Advertising space purchase		-
24	5412	Advertising/Direct	Printing/distribution of Publications catalogs and flyers		5,000
25	5413	Mail List Rental	Mailing list rental		-
26	5414	Supplies/Production	Formatting ebooks has been brought in-house and is reflected in the time study for salaries and benefits.		
27	5415	Pre-Press/Photo Services	Pre-Press/Photographic		25
28	5420	Copyright Fees	Copyright fees 14 new books @ $55 each		770
29	5430	Web Operating Expenses			-
30	5433	Order Processing/Fulfillment	Transaction Fee/Order Fulfillment, calculated at 8% of sales (line 4100)		17,520
31	5480	Cost of Sales	Cost of sales, calculated as 18% of sales (line 4100)		39,420
32	5490	Inventory Adjustment	Inventory adjustment. Total of lines 5400, 5401, 5402, 5404, 5415, and 5420.		(59,195)
33	5499	Inventory Reserve Adjustment	Inventory Reserve Adjustment (removal of out-of-print titles from stock, est. $2,000 residual value)		2,000
34	5502	Ref Matls/Periodicals	Reference material		
35	5523	Postage & E-Mail/O/S	Mailing books to reviewers and authors		6,000
36	5540	Royalty Expense	Royalty Expenses - Included are royalties ACRL pays its own authors. Royalties are reduced, as ACRL previously paid 10% royalties on sales to ALA Publishing. Royalties paid to ACRL Authors: (10% x 50% of Line 4100)		10,950
37	5543	Bad Debt Expense	Bad debt, 1% of gross revenues		4,000

Project 3400

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3400**		
4		**Project Name:**	**Non-Periodical Publishing**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo**	**$ Amount**
38	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		4,340
39	5900	IUT-Marketing	IUT-Marketing		-
40	5902	IUT-ITTS	IUT-Data Processing		-
41	5905	IUT-Telephone	IUT-Telephone		-
42	5909	IUT-Dist. Center	IUT-Distribution		1,300
43	5910	IUT-Repro.	IUT-Reprographics		100
44	5941	IUT-CHOICE	Support to CHOICE for management of publishing initiatives.		4,309
45	5911	IUT-General Overhead	IUT-Overhead - Revenues from sales of books are charged 50% of ALA overhead rate on revenues (4100+4103+4601).		26,406
46			**Total Expenses**		**236,141**
47			**Net**		**26,149**

Project 3402-H

ACRL Virtual Vote Doc 2.1

	B	C	F	G	H	I	J
1	ALA BUDGET WORKSHEET						
2	ACRL	8/13/2020					
3	PROJECT: 3402 Diversity Alliance						
4			2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6							
7	4001	Dues/Organizational	$0	$0	$0	$0	$0
8	4105	Sales/Webinars, Webcas	$0	$0	$0	0	0
9	4200	Registration Fees	$0	$0	$2,930	$0	$5,490
10	4430	Royalties-Non-Exempt	$17,450	$0	$0	$0	$0
11	4490	Misc. Fees/Revenues	$0	$25,500	$27,000	$24,000	$21,600
12							
13	TOTAL		$17,450	$25,500	$29,930	$24,000	$27,090
14							
15	EXPENSES						
16	5000	Salaries & Wages	$10,100	$16,119	$10,021	$18,682	$8,905
17	5001	Temp Employees-In-Hou	$0	$0		0	0
18	5002	Overtime/Wages	$0	$0	$0	0	0
19	5010	Employee Benefits	$3,087	$4,835	$3,087	$5,857	$2,969
20	5110	Professional Services	$0	$0	$0	0	0
21	5122	Bank Service Fees	$0	$428	$384	$468	$677
22	5150	Messenger Service	$0	$0	$0	$0	$0
23	5210	Transportation	$0	$0	$933	$0	$0
24	5212	Lodging & Meals	$0	$0	$1,314	$0	$0
25	5301	Conference Equipment R	$0	$0	$3,696	$0	$0
26	5302	Meal Functions	$0	$0	$6,394	$0	$2,280
27	5304	Speaker/Guest Expenses	$0	$0	$2,535	$0	$950
28	5305	Speaker/Guest Honorariu	$0	$0	$4,750	$750	$750
29	5350	Program Allocation	$0	$7,304	$8,105	$31,500	$31,500
30	5402	Printing-O/S	$0	$0	$0	0	0
31	5500	Supplies/Operating	$0	$0	$574	$1,000	$1,000
32	5522	Telephone & Fax/O/S	$0	$0		$0	$0
33	5523	Postage & E-Mail/O/S	$0	$0		0	0
34	5530	Depr/Furn & Equipment	$44	$54	$68	0	0
35	5540	Royalty Expense	$0	$0		0	0
36	5543	Bad Debt Expense	$0	$0	$148	$148	$148
37	5599	Misc. Expense	$631	$663	$363	$913	$475
38	5900	IUT-Marketing	$0	$0	$0	0	0
39	5902	IUT-ITTS	$0	$0	$0	$0	$0
40	5905	IUT-Telephone	$0	$0	$0	$0	$0
41	5909	IUT-Dist. Center	$0	$0	$0	$0	$0
42	5910	IUT-Repro.	$175	$0	$160	$200	$200
43	5942	IUT-Advertising	$0	$0	$0	0	0
44	5999	IUT-Misc.	$0	$0	$0	0	0
45	5911	IUT-General Overhead	$2,303	$3,366	$388	$6,360	$5,724
46							
47	TOTAL EXPENSES		$16,340	$32,770	$42,920	$65,878	$55,578
48							
49	NET		$1,110	($7,270)	($12,990)	($41,878)	($28,488)

ACRL FY21 Budget

Project 3402

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3402**		
4		**Project Name:**	**Diversity Alliance**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4001	Dues/Organizational			$0
9	4200	Registration Fees	Diveristy Alliance Preconference Institutue registration fees: One-quarter ACRL Diversity Alliance members: $2700 = 12 * $225; 3 ACRL members: $825 = 3 * $275; 1 Nonmember: $315		$5,490
10	4430	Royalties-Non-Exempt			$0
11	4490	Misc. Fees/Revenues	Diversity Alliance fees: 48 institutions @ $500. Number of institutions based on 90% of 2019 membership.		$21,600
12			**Total Revenues**		**$27,090**
13	5000	Salaries & Wages	Salaries at % of ACRL total salaries listed in salary matrix		$8,905
14	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		$2,969
15	5122	Bank Service Fees	Bank Charges on credit cards. 2.5% of revenues.		$677
16	5150	Messenger Service			$0
17	5210	Transportation			$0
18	5212	Lodging & Meals			$0
19	5216	Business Meetings			$0
20	5301	Conference Equipment Rental			$0
21	5302	Meal Functions	Diveristy Alliance Preconference Institutue Meal functions: Morning refreshment break @ $35 x 19; Box lunch buffet @ $50 x 19; Afternoon refreshment break @ $35 x 19		$2,280

Project 3402

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
22	5304	Speaker/Guest Expenses	Diveristy Alliance Preconference Institutue: 1 ACRL staff facilitator comp; 1 librarian presenter @ $200 hotel reimbursement and $50 per diem; 1 non-librarian/consultant @ $200 hotel reimbursement, $50 per diem, $450 flight.		$950
23	5305	Speaker/Guest Honorarium	Consultant honorarium @ $750.		$750
24	5350	Program Allocation	$1,500 in ongoing costs for the ACRL Diversity Alliance. $30,000 to support ACRL/ARL/PLA/ODLOS joint EDI initiative.		$31,500
25	5500	Supplies/Operating	Supplies		$1,000
26	5522	Telephone & Fax/O/S	Reimbursed phone/fax		$0
27	5543	Bad Debt Expense			$148
28	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		$475
29	5902	IUT-ITTS	IUT-Data Processing		$0
30	5905	IUT-Telephone	IUT-Telephone		$0
31	5909	IUT-Dist. Center	IUT-Distribution		$0
32	5910	IUT-Repro.	IUT-Reprographics		$200
33	5911	IUT-General Overhead	IUT-General Overhead IUT 100% of ALA General overhead rate on revenue from misc. fees revenue (line 4490).		$5,724
34			**Total Expenses**		**$55,578**
35			**Net**		**-$28,488**

Project 3403-H

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F	G	H
1	ALA BUDGET WORKSHEET						
2	ACRL	8/13/2020					
3	PROJECT: 3403 New Roles & Changing Landscapes						
4			2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6							
7	4400	Donations/Honoraria	$0	0	$0	$0	$0
8	4429	Overhd-exempt Rev./Division	$0	0	$0	0	0
9	4490	Misc. Fees/Revenues	$0	0	$0	$0	$0
10							
11	TOTAL		$0	$0	$0	$0	$0
12							
13	EXPENSES						
14	5000	Salaries & Wages	$2,832	$2,898	$4,245	$9,341	$3,772
15	5002	Overtime/Wages	$0	$0		0	0
16	5010	Employee Benefits	$866	$869	$1,308	$2,928	$1,258
17	5016	Prof Memberships	$0	$0	$0	0	0
18	5031	Staff Development	$0	$0	$0	0	0
19	5150	Messenger Service	$0	$0	$0	$0	$0
20	5210	Transportation	$0	$0	$0	0	0
21	5212	Lodging & Meals	$0	$0	$0	0	0
22	5216	Business Meetings	$0	$0	$0	$0	$0
23	5301	Conference Equipment Rental	$0	$0	$0	0	0
24	5302	Meal Functions	$0	$0	$0	0	0
25	5304	Speaker/Guest Expenses	$0	$0	$0	0	0
26	5306	Awards	$0	$0	$0	0	0
27	5350	Program Allocation	$0	$10,000	$1,500	$5,500	$2,500
28	5402	Printing-O/S	$0	$0	$0	0	0
29	5500	Supplies/Operating	$0	$0	$0	$0	$0
30	5502	Ref Matls/Periodicals	$0	$0	$0	0	0
31	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0
32	5523	Postage & E-Mail/O/S	$0	$0	$0	0	0
33	5530	Depr/Furn & Equipment	$12	$10	$29	0	0
34	5560	Organization Support/Contrib.	$0	$0		0	0
35	5599	Misc. Expense	$177	$119	$154	$457	$201
36	5902	IUT-ITTS	$0	$0	$0	$0	$0
37	5905	IUT-Telephone	$0	$0	$0	$0	$0
38	5909	IUT-Dist. Center	$0	$0	$0	$0	$0
39	5910	IUT-Repro.	$0	$0	$0	$0	$0
40							
41	TOTAL		$3,887	$13,896	$7,236	$18,226	$7,731
42							
43	NET		($3,887)	($13,896)	($7,236)	($18,226)	($7,731)

ACRL FY21 Budget

Project 3403

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3403**		
4		**Project Name:**	**New Roles Changing Landscapes**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4400	Donations/Honoraria	Donation		$0
9	4490	Misc. Fees/Revenues	Misc. Revenue		$0
10			**Total Revenues**		**$0**
11	5000	Salaries & Wages	Salaries at % of ACRL total salaries listed in salary matrix		$3,772
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		$1,258
13	5150	Messenger Service	Messenger Services		$0
14	5216	Business Meetings	Business meetings, registration fees		$0
15	5350	Program Allocation	$1000 for potential goal-area activities in consultation with the chair of the New Roles and Changing Landscapes Committee, plus $1,500 for ongoing costs for the online Leading Change course/workbook		$2,500
16	5500	Supplies/Operating	Supplies		$0
17	5522	Telephone & Fax/O/S	Reimbursed phone/fax		$0
18	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		$201
19	5902	IUT-ITTS	IUT-Data Processing		$0
20	5905	IUT-Telephone	IUT-Telephone		$0
21	5909	IUT-Dist. Center	IUT-Distribution		$0
22	5910	IUT-Repro.	IUT-Reprographics		$0
23			**Total Expenses**		**$7,731**
24			**Net**		**-$7,731**

ACRL FY21 Budget

Project 3501-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL	8/13/2020							
3	PROJECT: 3501 Council of Liaisons								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	4400	Donations/Honoraria	$0	$0	$0	$0	$0	$0	$0
8	4429	Overhd-exempt Rev./Division	$0	$0	$0	0	0	0	0
9									
10	TOTAL		$0	$0	$0	$0	$0	$0	$0
11									
12	EXPENSES								
13	5000	Salaries & Wages	$11,066	$15,632	$13,635	$13,475	$9,081	$14,946	$8,070
14	5002	Overtime/Wages	$0	$0	$0			0	0
15	5010	Employee Benefits	$3,159	$4,639	$4,166	$4,041	$2,797	$4,685	$2,690
16	5016	Prof Memberships	$11,364	$13,344	$9,983	$8,850	$6,779	$12,647	$12,647
17	5031	Staff Development	$0	$0	$0	$0	$0	0	0
18	5150	Messenger Service	$0	$0	$0	$0	$0	$0	$0
19	5210	Transportation	$0	$428	$109	$0	$296	0	0
20	5212	Lodging & Meals	$0	$0	$0	$0	$165	0	0
21	5216	Business Meetings	$0	$0	$125	$0	$0	$0	$0
22	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
23	5302	Meal Functions	$0	$0	$0	$0	$0	0	0
24	5304	Speaker/Guest Expenses	$0	$0	$0	$0	$0	0	0
25	5306	Awards	$0	$0	$0	$0	$0	0	0
26	5350	Program Allocation	$18,968	$24,146	$22,801	$16,986	$21,696	$22,000	$5,000
27	5402	Printing-O/S	$0	$0	$0	$0	$0	0	0
28	5500	Supplies/Operating	$0	$0	$0	$0	$0	$0	$0
29	5502	Ref Matls/Periodicals	$0	$0	$0	$0	$0	0	0
30	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	$0	$0
31	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	0	0
32	5530	Depr/Furn & Equipment	$51	$43	$59	$45	$62	0	0
33	5560	Organization Support/Contrib.	$0	$0	$0	$0		0	0
34	5599	Misc. Expense	$2,451	$808	$852	$554	$329	$731	$431
35	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
36	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
37	5909	IUT-Dist. Center	$0	$0	$0	$0	$0	$0	$0
38	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
39									
40	TOTAL		$47,059	$59,040	$51,730	$43,951	$41,205	$55,009	$28,838
41									
42	NET		($47,059)	($59,040)	($51,730)	($43,951)	($41,205)	($55,009)	($28,838)

ACRL FY21 Budget

Project 3501

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3501**		
4		**Project Name:**	**Council of Liaisons**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4400	Donations/Honoraria	Donation		$0
9	4490	Misc. Fees/Revenues	Misc. Revenue		-
10			**Total Revenues**		**$0**
11	5000	Salaries & Wages	Salaries at % of ACRL total salaries listed in salary matrix		$8,070
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		2,690
13	5016	Prof Memberships	Memberships: CNI ($8,450), Freedom to Read ($100), CHEMA ($400); Project COUNTER ($497). American Council of Learned Societies ($1,200). National Humanities Alliance: $2,000		12,647
14	5150	Messenger Service	Messenger Services		-
15	5216	Business Meetings	Business meetings, registration fees (charged to 5350)		-
16	5350	Program Allocation	$20,000 to support strategic liaison relationships as needed and awarded by the Liaisons Coordinating Committee.		5,000
17	5500	Supplies/Operating	Supplies		
18	5522	Telephone & Fax/O/S	Reimbursed phone/fax		-
19	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		431
20	5902	IUT-ITTS	IUT-Data Processing		-
21	5905	IUT-Telephone	IUT-Telephone		-
22	5909	IUT-Dist. Center	IUT-Distribution		-
23	5910	IUT-Repro.	IUT-Reprographics		-
24			**Total Expenses**		**$28,838**
25			**Net**		**($28,838)**

ACRL FY21 Budget

Project 3702-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M
1	ALA Budget Worksheet							
2	Scholarly Communications							
3	Project 3702							
4		8/13/2020	2015	2016	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE							
7	4103	Sales/On-line	$0	$0	$0	$0	0	0
8	4200	Registration Fees	$0	$0	$0	$0	0	0
9	4400	Donations/Honoraria	$0	$0	$0	$0	0	0
10	4430	Royalties-Non-Exempt	$8,000	$10,000	$10,000	$9,856	$10,000	$0
11								
12	TOTAL		$8,000	$10,000	$10,000	$9,856	$10,000	$0
13								
14	EXPENSES							
15	5000	Salaries & Wages	$16,821	$19,283	$28,634	$40,151	$37,364	$26,692
16	5001	Temp Employees-In-House	$0	$0	$0		0	0
17	5010	Employee Benefits	$4,802	$5,722	$8,589	$12,369	$11,714	$8,898
18	5110	Professional Services	$0	$9,000	$0	$0	0	0
19	5122	Bank Service Fees	$57	$185	$114	$57	0	$100
20	5150	Messenger Service	$0	$0	$0	$0	0	0
21	5151	Duplication/Outside	$0	$0	$0	$0	0	0
22	5210	Transportation	$4,043	$2,999	$0	$690	0	0
23	5212	Lodging & Meals	$110	$2,328	$0	-$251	0	0
24	5301	Conference Equipment Rental	$0	$0	$0	$0	0	0
25	5302	Meal Functions	$0	$294	$0	$0	0	0
26	5304	Speaker/Guest Expenses	$6,571	$10,438	$10,825	$9,132	$9,250	$0
27	5305	Speaker/Guest Honorarium	$4,500	$3,438	$7,500	$8,250	$7,500	$0
28	5309	Audio/Visual Equip Rental & Lab	$0	$0	$0		0	0
29	5350	Program Allocation	$17,538	$34,325	$61,600	$81,513	$69,447	$40,757
30	5402	Printing-O/S	$0	$0	$0	$0	0	0
31	5404	Design Service-O/S	$0	$0	$0	$12	0	0
32	5410	Mail Service-O/S	$0	$0	$0	$0	0	0
33	5413	Mail List Rental	$0	$0	$0	$0	0	0
34	5414	Supplies/Production	$0	$0	$0	$0	0	0
35	5500	Supplies/Operating	$0	$15	$0	$0	0	0
36	5522	Telephone & Fax/O/S	$0	$0	$0	$0	0	0
37	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	0	0
38	5530	Depr/Furn & Equipment	$77	$53	$96	$274	0	0
39	5599	Misc. Expense	$3,725	$996	$1,178	$1,455	$1,826	$1,424
40	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0
41	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0
42	5909	IUT-Dist. Center	$1	$0	$0	$0	$0	$0
43	5910	IUT-Repro.	$0	$0	$0	$119	$0	$0
44	5940	IUT-Registration Processing	$0	$0	$0	$0	0	0
45	5911	IUT-General Overhead	$0	$0	$1,320	$1,306	$1,325	$0
46								
47	TOTAL DIRECT EXPENSES		$58,245	$89,076	$119,856	$155,076	$138,426	$77,871
48								
49	NET		($50,245)	($79,076)	($109,856)	($145,220)	($128,426)	($77,871)

ACRL FY21 Budget

Project 3702

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1	_ FY2013	**Unit No.:**	**403**		
2	ninary Bu	**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3702**		
4		**Project Name:**	**Scholarly Communications**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4430	Royalties-Non-Exempt			$0.00
9			**Total Revenues**		**$0.00**
10	5000	Salaries & Wages	Salaries @ % of ACRL salaries listed in salary matrix		$26,692.00
11	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		$8,898.00
12	5122	Bank Service Fees			$100.00
13	5304	Speaker/Guest Expenses			$0.00
14	5305	Speaker/Guest Honorarium			
15	5350	Program Allocation	• $1000 scholarly communication activities TBD and travel; • $10,500 for dissemination costs for those awarded research grants in FY20 (7 people x $1,500 each); • $15,010 for Library Copyright Alliance ($15,010 shown in Govt. Relations Project 3704) • $6,750 for SPARC dues; • $5,000 for Open Access Working Group; • $497 for COUNTER dues; • $2,000 for OpenCon2021 1 sponsored scholarships;		$40,757.00
16	5599	Misc. Expense			$1,424.00
17	5902	IUT-ITTS	Data processing		$0.00
18	5905	IUT-Telephone	Phone		$0.00
19	5909	IUT-Dist. Center	Distribution Center		$0.00
20	5910	IUT-Repro.	Repro		$0.00
21	5911	IUT-General Overhead	IUT 50% of ALA General overhead rate on revenue from licensed workshop fees.		$0.00
22			**Total Expenses**		**$77,871.00**
23			**Net**		**($77,871.00)**

ACRL FY21 Budget

Project 3703-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	VAL Initiative								
3	Project 3703								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4101	Sales/Pamphets	$0	$0	$0	$0	$0	$0	$0
8	4102	Sales Audiovisual	$0	$0	$0	$0	$0	$0	$0
9	4200	Registration Fees	$0	$0	$0	$0	$0	0	0
10	4400	Donations/Honoraria	$0	$0	$0	$0	$0	$0	$0
11	4421	Royalties-Exempt	$0	$0	$0	$0	$0	$0	$0
12	4429	Overhd-exempt Rev./Division	$0	$0	$0	$0	$37,250	$0	$0
13									
14	TOTAL		$0	$0	$0	$0	$37,250	$0	$0
15									
16	EXPENSES								
17	5000	Salaries & Wages	$11,066	$21,249	$22,121	$61,410	$17,423	$37,364	$24,502
18	5002	Overtime/Wages	$0	$0	$0	$0		0	0
19	5010	Employee Benefits	$3,159	$6,305	$6,759	$18,421	$5,367	$11,714	$8,168
20	5110	Professional Services	$0	$0	$1,064	$198	$0	0	0
21	5122	Bank Service Fees	$0	$0	$0	$0	$0	$0	$0
22	5150	Messenger Service	$0	$0	$0	$0	$0	$0	$0
23	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
24	5210	Transportation	$199	$502	$2,823	$0	$495	$0	$0
25	5212	Lodging & Meals	$95	$429	$2,301	$0	$41	$0	$0
26	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
27	5302	Meal Functions	$0	$0	$4,890	$0	$0	0	0
28	5304	Speaker/Guest Expenses	$0	$0	$0	$0	$0	$0	$0
29	5305	Speaker/Guest Honorarium	$0	$0	$0	$0	$0	$0	$0
30	5350	Program Allocation	$0	$0	$68,341	$34,598	$18,185	$46,250	$1,000
31	5402	Printing-O/S	$0	$0	$0	$0	$0	$0	$0
32	5404	Design Service-O/S	$0	$0	$0	$0	$0	$0	$0
33	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
34	5413	Mail List Rental	$0	$0	$0	$0	$0	0	0
35	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
36	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	0	0
37	5431	Webminars/Webcasts/Web CE E	$0	$0	$0	$0	$0	0	0
38	5433	Order Processing/Fulfillment	$0	$0	$0	$0	$0	0	0
39	5430	Web Operating Expenses	$0	$0	$0	$0	$0	0	0
40	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	$0	$0
41	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$0
42	5530	Depr/Furn & Equipment	$51	$59	$96	$206	$119	0	0
43	5599	Misc. Expense	$2,451	$1,098	$1,382	$2,526	$631	$1,826	$1,307
44	5902	IUT-ITTS	$0	$0	$0	$0	$0	0	0
45	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
46	5909	IUT-Dist. Center	$0	$0	$0	$0	$0	$0	$0
47	5910	IUT-Repro.	$0	$0	$0	$709	$0	$0	$0
48	5942	IUT-Advertising	$0	$0	$0	$0	$0	0	0
49	5911	IUT-General Overhead	$0	$0	$0	$0	$0	0	0
50									
51	TOTAL DIRECT EXPENSES		$17,021	$29,642	$109,776	$118,069	$42,261	$97,154	$34,977
52									
53	NET		($17,021)	($29,642)	($109,776)	($118,069)	($5,011)	($97,154)	($34,977)

ACRL FY21 Budget

Project 3703

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3703**		
4		**Project Name:**	**VAL Initiative**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4101	Sales/Pamphets			$0
9	4102	Sales Audiovisual			$0
10	4400	Donations/Honoraria			$0
11	4421	Royalties-Exempt			$0
12	4429	Overhd-exempt Rev./Division			
13	4490	Misc. Fees/Revenues			-
14			**Total Revenues**		**-**
15	5000	Salaries & Wages	Salaries @ % of ACRL salaries in salary matrix		$24,502
16	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		8,168
17	5122	Bank Service Fees	Bank fees		
18	5150	Messenger Service	Messenger service		
19	5210	Transportation			-
20	5212	Lodging & Meals			-
21	5300	Facilities Rent			-
22	5304	Speaker/Guest Expenses			-
23	5305	Speaker/Guest Honorarium			-
24	5350	Program Allocation	$1000 for potential VAL activities in consultation with the chair of the VAL committee).		1,000
25	5402	Printing-O/S			-
26	5404	Design Service-O/S			
27	5500	Supplies/Operating			
28	5522	Telephone & Fax/O/S			-
29	5523	Postage & E-Mail/O/S			
30	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		1,307
31	5905	IUT-Telephone			-
32	5909	IUT-Dist. Center			-
33	5910	IUT-Repro.			-
34			**Total Expenses**		**$34,977**
35			**Net**		**($34,977)**

Project 3704-H

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	Government Relations								
3									
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4102	Sales Audiovisual	$0	$0	$0	$0	$0	0	0
8	4200	Registration Fees	$0	$0	$0	$0	$0	0	0
9	4400	Donations/Honoraria	$0	$0	$0	$0	$0	0	0
10									
11	TOTAL		$0	$0	$0	$0	$0	$0	$0
12									
13	EXPENSES								
14	5000	Salaries & Wages	$8,853	$9,361	$13,690	$19,899	$12,546	$21,796	$11,150
15	5002	Overtime/Wages	$0	$0	$0	$0		0	0
16	5010	Employee Benefits	$2,528	$2,778	$4,184	$5,969	$3,865	$6,833	$3,717
17	5110	Professional Services	$0	$0	$0	$0	$0	0	0
18	5122	Bank Service Fees	$0	$0	$0	$0	$0	0	0
19	5150	Messenger Service	$0	$0	$0	$0	$0	0	0
20	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
21	5210	Transportation	$0	$0	$0	$0	$0	0	0
22	5212	Lodging & Meals	$0	$0	$0	$0	$0	0	0
23	5216	Business Meetings	$0	$0	$0	$0	$0	0	0
24	5300	Facilities Rent	$0	$0	$0	$0	$0	0	0
25	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
26	5302	Meal Functions	$0	$0	$0	$0	$0	$0	$0
27	5304	Speaker/Guest Expenses	$0	$0	$0	$0	$0	0	0
28	5305	Speaker/Guest Honorarium	$0	$0	$0	$0	$0	0	0
29	5350	Program Allocation	$12,900	$10,490	$17,671	$29,915	$25,678	$23,000	$17,010
30	5402	Printing-O/S	$0	$0	$0	$0	$0	0	0
31	5404	Design Service-O/S	$0	$0	$0	$0	$0	0	0
32	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
33	5413	Mail List Rental	$0	$0	$0	$0	$0	0	0
34	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
35	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	0	0
36	5431	Webminars/Webcasts/Web CE E	$0	$0	$0	$0	$0	0	0
37	5433	Order Processing/Fulfillment	$0	$0	$0	$0	$0	0	0
38	5500	Supplies/Operating	$0	$0	$0	$0	$0	0	0
39	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	0	0
40	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	0	0
41	5530	Depr/Furn & Equipment	$40	$26	$59	$67	$85	0	0
42	5599	Misc. Expense	$1,961	$484	$855	$818	$455	$1,065	$595
43	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
44	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
45	5909	IUT-Dist. Center	$0	$0	$0	$0	$0	$0	$0
46	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
47	5942	IUT-Advertising	$0	$0	$0	$0	$0	0	0
48	5911	IUT-General Overhead	$0	$0	$0	$0	$0	0	0
49									
50	TOTAL DIRECT EXPENSES		$26,282	$23,139	$36,459	$56,668	$42,629	$52,694	$32,472
51									
52	NET		($26,282)	($23,139)	($36,459)	($56,668)	($42,629)	($52,694)	($32,472)

ACRL FY21 Budget

Project 3704

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3704**		
4		**Project Name:**	**Government Relations**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8					$0
9			**Total Revenues**		**$0**
10	5000	Salaries & Wages	Salaries @ % of ACRL salaries in salary matrix		$11,150
11	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		3,717
12	5302	Meal Functions			-
13	5350	Program Allocation	$15,010 for Library Copyright Alliance ($15,010 shown in SC project 3702); $2,000 for travel by ACRL officers (or other leaders) to attend ALA Legislative Day in Washington, D.C).		17,010
14	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		595
15	5902	IUT-ITTS	Data Processing		-
16	5905	IUT-Telephone	Phone		-
17	5909	IUT-Dist. Center	Distribution Center		-
18	5910	IUT-Repro.	Repro		-
19					
20			**Total Expenses**		**$32,472**
21			**Net**		**($32,472)**

ACRL FY21 Budget

Project 3711-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	Student Learning								
3	3711								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	4200	Registration Fees	$0	$5,930	$0	$0	$0	$0	$0
8	4429	Overhd-exempt Rev./Division	$0	$12,926	$0	$0	$0	$0	$0
9	4400	Donations/Honoraria	$0	$500	$0	$0	$0	0	0
10	4430	Royalties-Non-Exempt	$0	$135	$0	$0	$0	$0	$0
11									
12	TOTAL		$0	$19,491	$0	$0	$0	$0	$0
13									
14	EXPENSES								
15	5000	Salaries & Wages	$10,181	$9,922	$4,249	$3,015	$5,280	$3,736	$4,692
16	5002	Overtime/Wages	$0	$0	$0	$0		0	0
17	5010	Employee Benefits	$2,907	$2,944	$1,301	$904	$1,626	$1,171	$1,564
18	5110	Professional Services	$23,345	$34,850	$1,366	$0	$0	$0	$0
19	5122	Bank Service Fees	$0	$14	$0	$0	$0	0	0
20	5150	Messenger Service	$0	$168	$12	$0	$0	0	0
21	5210	Transportation	$780	$1,266	$1,522	$0	$0	0	0
22	5212	Lodging & Meals	$0	$3,437	$435	$0	$0	0	0
23	5216	Business Meetings	$0	$0	$0	$0	$0	0	0
24	5300	Facilities Rent	$0	$3,600	$0	$0	$0	0	0
25	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
26	5302	Meal Functions	$0	$6,135	$0	$0	$0	0	0
27	5304	Speaker/Guest Expenses	$0	$0	$0	$0	$0	0	0
28	5305	Speaker/Guest Honorarium	$0	$1,000	$5,250	$0	$0	0	0
29	5306	Awards	$0	$0	$0	$0	$0	0	0
30	5309	Audio/Visual Equip Rental & Lab	$0	$518	$0	$0	$0	0	0
31	5350	Program Allocation	$5,330	$7,455	$33,542	$26,500	$26,500	$2,500	$1,000
32	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	0	0
33	5402	Printing-O/S	$242	$701	$23	$0	$0	$0	$0
34	5430	Web Operating Expenses	$0	$14,088	$2,970	$6,780	$10,870	$7,920	$570
35	5500	Supplies/Operating	$0	$15	$119	$0	$0	$0	$0
36	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	$0	$0
37	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$0
38	5530	Depr/Furn & Equipment	$47	$28	$18	$10	$36	0	0
39	5560	Organization Support/Contrib.	$0	$0	$0	$0		0	0
40	5599	Misc. Expense	$2,255	$513	$265	$124	$191	$183	$250
41	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
42	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
43	5909	IUT-Dist. Center	$3	$1	$0	$0	$0	$0	$0
44	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
45	5911	IUT-General Overhead	$0	$1,571	$0	$0	$0	$0	$0
46	5999	IUT-Misc.	$0	$0	$0	$0	$0	0	0
47									
48	TOTAL		$45,090	$88,224	$51,071	$37,333	$44,503	$15,510	$8,076
49									
50	NET		($45,090)	($68,733)	($51,071)	($37,333)	($44,503)	($15,510)	($8,076)

ACRL FY21 Budget

Project 3711

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3711**		
4		**Project Name:**	**Student Learning**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4200	Registration Fees			$0
9	4429	Overhd-exempt Rev./Division			$0
10	4430	Royalties-Non-Exempt			
11			**Total Revenues**		**$0**
12	5000	Salaries & Wages	Salaries: % of ACRL total salaries		$4,692
13	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		$1,564
14	5110	Professional Services			
15	5350	Program Allocation	Program allocation $1000 is budgeted for potential SLILC work in consultation with the committee;		$1,000
16	5402	Printing-O/S			
17	5430	Web Operating Expenses	FY21: Amazon web services hosting (9 months of FY21 web hosting in FY20; $570 web hosting fees in FY21 for remaining 3 months). For FY22: Maiantenance and support of the Framework for Information Literacy Sandbox (maintenance, and support and additional development [4 hours per month billed monthly @ $905 per month = $10,870)		$570
18	5500	Supplies/Operating	Supplies		
19	5522	Telephone & Fax/O/S	Telephone/Fax		$0
20	5523	Postage & E-Mail/O/S	Postage		$0
21	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		$250
22	5902	IUT-ITTS	IUT- Data processing		$0
23	5905	IUT-Telephone	IUT-Telephone		$0
24	5909	IUT-Dist. Center	IUT - Distribution		$0
25	5910	IUT-Repro.	IUT- Reprographics		$0
26	5911	IUT-General Overhead	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues (4105)		$0
27			**Total Expenses**		**$8,076**
28			**Net**		**($8,076)**

Project 3712-H

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F	G
1	ALA BUDGET WORKSHEET					
2	ACRL	8/13/2020				
3	PROJECT: 3712 Project Outcome					
4			2018	2019	2020	2021
5			ACTUAL	ACTUAL	BUDGET	BUDGET
6						
7	4400	Donations/Honoraria	0	$0	$0	$0
8	4429	Overhd-exempt Rev./Division	0	$37,250	$0	$0
9	4430	Royalties-Non-Exempt	0	0	0	$1,750
10	4490	Misc. Fees/Revenues	0	$0	$0	$750
11						
12	TOTAL		$0	$37,250	$0	$2,500
13						
14	EXPENSES					
15	5000	Salaries & Wages	$26,357	$8,772	$59,159	$8,550
16	5002	Overtime/Wages	$0		0	0
17	5010	Employee Benefits	$7,907	$2,702	$18,546	$2,850
18	5016	Prof Memberships	$0	$0	0	0
19	5110	Professional Services	$0	$184,793	$20,000	$0
20	5031	Staff Development	$0	$0	0	0
21	5150	Messenger Service	$0	$0	$0	$0
22	5210	Transportation	$0	$346	$0	$0
23	5212	Lodging & Meals	$0	$274	$0	$0
24	5216	Business Meetings	$0	$0	0	0
25	5301	Conference Equipment Rental	$0	$0	0	0
26	5302	Meal Functions	$0	$0	0	0
27	5305	Speaker/Guest Honorarium	$0	$0	0	$400
28	5304	Speaker/Guest Expenses	$0	$0	$0	$0
29	5306	Awards	$0	$0	($13,000)	$0
30	5350	Program Allocation	$14,254	$18,884	$42,500	$0
31	5402	Printing-O/S	$0	$0	$0	$300
32	5430	Web Operating Expenses	$0	$11,415	$76,600	$60,550
33	5500	Supplies/Operating	$0	$0	$0	$0
34	5502	Ref Matls/Periodicals	$0	$0	0	0
35	5522	Telephone & Fax/O/S	$0	$0	$0	$0
36	5523	Postage & E-Mail/O/S	$0	$0	$0	$0
37	5530	Depr/Furn & Equipment	$88	$60	0	0
38	5560	Organization Support/Contrib.	$0		0	0
39	5599	Misc. Expense	$1,084	$318	$2,892	$456
40	5902	IUT-ITTS	$0	$0	0	0
41	5905	IUT-Telephone	$0	$0	$0	$0
42	5909	IUT-Dist. Center	$0	$0	$0	$0
43	5910	IUT-Repro.	$0	$0	$0	$0
44	5999	IUT-Misc.	$0	$20,000	$0	0
45	5911	IUT-General Overhead	$0	$0	$0	$331
46						
47	TOTAL		$49,690	$247,565	$206,697	$73,437
48						
49	NET		($49,690)	($210,315)	($206,697)	($70,937)

Project 3712

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3712**		
4		**Project Name:**	**Project Outcome**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4101	Sales/Pamphets			$0
9	4102	Sales Audiovisual			$0
10	4400	Donations/Honoraria			$0
11	4421	Royalties-Exempt			$0
12	4429	Overhd-exempt Rev./Division			$0
13	4430	Royalties-Non-Exempt	1 training workshop ($1750 each)		$1,750
14	4490	Misc. Fees/Revenues	Revenue from 1 new group account: $750.		750
15			**Total Revenues**		**2,500**
16	5000	Salaries & Wages	Salaries @ % of ACRL salaries in salary matrix		$8,550
17	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		2,850
18	5110	Professional Services			
19	5122	Bank Service Fees	Bank fees		
20	5150	Messenger Service	Messenger service		
21	5210	Transportation			-
22	5212	Lodging & Meals			-
23	5300	Facilities Rent			-
24	5304	Speaker/Guest Expenses	Presenter travel costs for half-day training workshops. Per person costs: $450 flight, $200 hotel x 1.5 nights, $50 per diem x 2 days, $75 ground transportation). Hosts are billed directly for costs, so costs zero out.		-
25	5305	Speaker/Guest Honorarium	Workshop presenter honorarium ($400 each)		400
26	5306	Awards			
27	5350	Program Allocation			
28	5402	Printing-O/S	Printing flyers		300
29	5404	Design Service-O/S			
30	5430	Web Operating Expenses	Monthly web maintenance costs for the ACRL Project Outcome toolkit. This includes $250/month for Amazon Web Services (hosting), $225/month for server management, and $50/month for Civilized Discourse (peer discussion board). Community Attributes is paid monthly for maintenance and ad hoc troubleshooting (estimated at $3000/month). An additional $18,250 is included for site improvements and new features.		60,550
31	5500	Supplies/Operating			
32	5522	Telephone & Fax/O/S			-
33	5523	Postage & E-Mail/O/S			
34	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		456
35	5905	IUT-Telephone			-
36	5909	IUT-Dist. Center			-
37	5910	IUT-Repro.			-
38	5911	IUT-General Overhead	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues		331
39			**Total Expenses**		**$73,437**
40			**Net**		**($70,937)**

Project 3800-H

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	RBMS Conference								
3	3800								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	4601	Returns/Credits	$0	$0	$0	$0	$0	0	0
8	4200	Registration Fees	$158,424	$121,680	$140,355	$162,947	$145,260	$137,009	$123,471
9	4400	Donations/Honoraria	$62,700	$68,300	$79,600	$91,650	$74,900	$65,000	$59,500
10	4429	Overhd-exempt Rev./Divisior	$10,446	$13,194	$10,106	$2,825	$3,085	$5,600	$3,000
11	4490	Misc. Fees/Revenues	$0	$0	$0	$0	$0	0	0
12									
13	TOTAL		$231,570	$203,174	$230,061	$257,422	$223,245	$207,609	$185,971
14									
15	EXPENSES								
16	5000	Salaries & Wages	$28,772	$34,635	$30,684	$40,292	$38,131	$41,613	$33,886
17	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
18	5010	Employee Benefits	$8,214	$10,277	$9,378	$12,087	$11,747	$13,046	$11,297
19	5110	Professional Services	$0	$0	$0	$0	$0	$0	$0
20	5122	Bank Service Fees	$5,307	$4,699	$3,088	$5,459	$5,031	$5,500	$5,500
21	5150	Messenger Service	$1,228	$903	$420	$618	$510	$750	$500
22	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
23	5210	Transportation	$3,360	$2,330	$2,667	$2,081	$3,404	$2,800	$1,000
24	5212	Lodging & Meals	$1,596	$1,062	$1,346	$1,017	$2,265	$5,950	$2,500
25	5214	Entertainment	$7,223	$390	$0	$3,352	$160	$2,750	$3,000
26	5216	Business Meetings	$0	$0	$0	$0	$0	0	0
27	5300	Facilities Rent	$5,550	$563	$3,812	$1,674	$0	$6,500	$5,000
28	5301	Conference Equipment Rent	$20,586	$16,729	$13,478	$23,389	$26,723	$20,500	$22,000
29	5302	Meal Functions	$54,776	$55,987	$39,771	$78,916	$47,373	$52,050	$40,000
30	5304	Speaker/Guest Expenses	$2,200	$5,161	$3,288	$4,524	$2,486	$5,000	$6,000
31	5305	Speaker/Guest Honorarium	$825	$0	$1,200	$1,800	$3,200	$2,000	$3,000
32	5306	Awards	$0	$0	$0	$0	$0	($7,550)	0
33	5308	Special Transportation	$6,909	$8,533	$6,634	$3,066	$2,872	$0	$0
34	5350	Program Allocation	$0	$0	$0	$0	$0	0	0
35	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	0	0
36	5401	Typesetting/Comptn-O/S	$0	$0	$0	$0	$0	0	0
37	5402	Printing-O/S	$3,649	$3,686	$4,721	$2,826	$3,214	$3,000	$3,500
38	5404	Design Service-O/S	$45	$51	$0	$0	$0	0	0
39	5411	Advertising/Space	$0	$0	$0	$0	$0	0	0
40	5420	Copyright Fees	$0	$0	$0	$0	$0	0	0
41	5500	Supplies/Operating	$3,357	$3,146	$6,407	$5,390	$1,133	$950	$1,500
42	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	0	0
43	5523	Postage & E-Mail/O/S	$615	$307	$686	$716		$805	$805
44	5530	Depr/Furn & Equipment	$132	$96	$133	$135	$260	0	0
45	5543	Bad Debt Expense	$0	$100	$100	$100	$250	$100	$250
46	5560	Organization Support/Contrib	$0	$0	$0	$0	($5,655)	$0	($5,050)
47	5599	Misc. Expense	$6,372	$1,790	$1,917	$1,657		$2,034	$1,808
48	5902	IUT-ITTS	$0	$0	$0	$0		$0	$0
49	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
50	5909	IUT-Dist. Center	$36	$25	$49	$68	$23	$75	$50
51	5910	IUT-Repro.	$64	$0	$246	$55	$240	$100	$250
52	5940	IUT-Registration Processing	$4,352	$3,490	$3,465	$1,586	$3,932	$3,750	$4,200
53	5942	IUT-Advertising	$0	$0	$0	$0	$0	$0	$0
54	5999	IUT-Misc.	$0	$0	$0	$0	$1,382	0	0
55	5911	IUT-General Overhead	$40,240	$31,515	$37,054	$43,018	$38,465	$36,307	$32,720
56									
57	TOTAL DIRECT EXPENSES		$205,406	$185,476	$170,544	$233,825	$187,146	$198,030	$173,716
58									
59	NET		$26,164	$17,698	$59,517	$23,597	$36,099	$9,579	$12,255

Project 3800

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3800**		
4		**Project Name:**	**RBMS Conference**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4200	Registration Fees	Registration Fees: RBMS Conference: 285 members @ $295; 110 non-members @ $340; 25 students @ $140; 12 one-day registrations @ $160; 20 late fees @ $50 = $1,000; Workshop revenue from 3 workshops with 18 ea @ $170; ALL budgeted @ 95%.); Minimum Number of Paid Registrants 95% = 399 (budget based on 420 total, $135,300 rev and 490 registrants is average total attendance in last 4 years)		123,471
9	4400	Donations/Honoraria	$24,000 for Booksellers Showcase Donations (40 booths, at $600), plus $46,000 in additional donations (History for past 4 years is 73K, 79K, 68K, 62K totals respectively)		59,500
10	4429	Overhd-exempt Rev./Division	Income for tours offset by entertainment line below		3,000
11			**Total Revenues**		**185,971**

Project 3800

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
12	5000	Salaries & Wages	Salaries at % of ACRL total; based on 2015 activity		33,886
13	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		11,297
14	5110	Professional Services	Professional Services		-
15	5122	Bank Service Fees	Bank fees & Credit Card Fees from Registration Processing based on 19 actual		5,500
16	5150	Messenger Service	Messenger Service / FedEx		500
17	5210	Transportation	1 Person site-visit for 2020 conference (Staff) @ $500 ea. Vicinity travel for Site Visit = $200, 1 Staff Flight for Onsite from Chicago to TBD @ $500, Vicinity travel for staff onsite $100 (based on 19 actual).		1,000
18	5212	Lodging & Meals	2019 Site Visit 3 people x 2 nights lodging comp + 3 people x 3 days per diem @ $50 ea. 2 Staff Person onsite @ 4 nights $250 ($200 hotel, $50 per diem) + Exec Director Lodging + per diem @ 3 nights $250 per (based on 19 actual)		2,500
19	5214	Entertainment	Tour Expenses (offset by 4429)		3,000
20	5300	Facilities Rent	Venue Rental Fees for offsite reception		5,000
21	5301	Conference Equipment Rental	Based on Quote from KVL at Hyatt		22,000
22	5302	Meal Functions	3 workshops at $850, Mixer at $4500, Wed Showcase Reception at $16325, Schol Bfast at $2500, Wed AM Break at 5000, Wed PM Break at 3500, Wed , Thurs AM Break at $5000, Thurs PM Break at $3500, Fri AM Break at $3500 (F&B MIN = 30K + 25% tax and 6%grat = $39,300 inc) Tues night is restaurant night. Thursday Evening reception at $20000 removed		40,000
23	5304	Speaker/Guest Expenses	Speaker Reimbursement Plenary: 4 x $1000 ea + Workshops (200/person x10)		6,000
24	5305	Speaker/Guest Honorarium	Speaker Honorarium Plenary 6 @ 500 ea.		3,000
25	5308	Special Transportation	No bussing		
26	5402	Printing-O/S	No postcard, 2426 book, 788 workshops		3,500
27	5500	Supplies/Operating	2 Scooters $430+ Napkins $696+$100 Ribbons +100 Binders		1,500
28	5523	Postage & E-Mail/O/S	Postage/e-mail, first class mailing = 2,300 pieces @ $.35 postcard rate		805
29	5543	Bad Debt Expense	Bad debt based on FY18 actuals	-	250

Project 3800

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
30	5560	Organization Support/Contrib.	Scholarship Registration fees contra expense (15 students @ $140 ea + 10 Full @ $295)	-	(5,050)
31	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		$1,808
32	5902	IUT-ITTS	IUT Data Processing		-
33	5905	IUT-Telephone	IUT Telephone		-
34	5909	IUT-Dist. Center	IUT Distribution		50
35	5910	IUT-Repro.	IUT Reprographics		250
36	5940	IUT-Registration Processing	IUT Registration: based on '18 actuals approx 80% register online @ $4.50 ea, 25% register mail/fax @ $5.50 ea., 1 set extra badges $50, Postage for mailing badges $150		4,200
37	5942	IUT-Advertising	IUT Advertising		-
38	5911	IUT-General Overhead	IUT General overhead		32,720
39			**Total Expenses**		**173,716**
40			**Net**		**12,255**

Project 3801-H

	B	S	T	U	V	W	X
1	ALA BUDGET WORKSHEET						
2	roject: 3801						
3	ACRL National Conferen		Baltimore		Cleveland		Seattle
4		2016	2017	2018	2019	2020	2021
5		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE						
7	4100	$0	$0	$0	$0	0	0
8	4140	$0	$0	$0	$66,825	$0	$0
9	4611	$0	$0	$0	$17,460	$0	$0
10	4612	$0	$0	($23,000)	($63,805)	$0	$0
11	4200	$0	$0	($390)	$1,295,297	$0	$0
12	4210	$0	$0	$0	$846,498	$0	$0
13	4400	$0	$0	$0	$382,919	$0	$0
14	4421	$0	$0	$0		0	0
15	4429	$0	$0	$60,025	$4,470	0	0
16	4490	$0	$0	$0	$0	0	0
17							
18	TOTAL	$0	$0	$36,635	$2,549,663	$0	$0
19							
20	EXPENSES						
21	5000	$19,377	$28,011	$73,560	$171,423	$18,682	$19,637
22	5001	$0	$0	$0		0	0
23	5002	$0	$0	$0	$0	0	0
24	5009	$0	$0	$0	$0	0	0
25	5010	$5,750	$8,559	$22,066	$52,807	$5,857	$6,547
26	5100	$0	$0	$0	$0	$0	$0
27	5110	$0	$0	$29,845	$82,430	$0	$0
28	5122	$0	$0	$4,873	$48,361	$0	$0
29	5150	$0	$0	$0	$872	$0	$0
30	5151	$0	$0	$0	$0	0	0
31	5210	$1,745	$0	$920	$17,528	$3,000	$3,000
32	5212	$280	$0	$96	$4,614	$1,500	$1,500
33	5214	$0	$0	$1,530	$6,432	$0	$0
34	5216	$0	$0	$0	$0	0	0
35	5300	$0	$0	$8,400	$40,531	$0	$0
36	5301	$0	$0	$0	$400,879	$0	$0
37	5302	$0	$0	$0	$373,844	$0	$0
38	5303	$0	$0	$0	$105,021	$0	$0
39	5304	$0	$0	$0	$11,856	$0	$0
40	5305	$0	$0	$32,500	$39,800	$0	$0
41	5306	$0	$0	$0	($58,860)	$0	$0
42	5307	$0	$0	$0	$31,854	$0	$0
43	5308	$0	$0	$0	$21,941	$0	$0
44	5309	$0	$0	$0	$0	$0	$0
45	5350	$0	$0	$0	$0	0	0
46	5400	$0	$0	$0	$0	0	0
47	5401	$0	$0	$0	$0	0	0
48	5402	($2)	$0	$376	$33,617	$0	$0
49	5403	$0	$0	$0		0	0
50	5404	$0	$14,850	$3,388	$22,445	$0	$0
51	5410	$0	$0	$0	$1,302	$0	$0
52	5411	$0	$0	$0		$0	$0
53	5413	$0	$0	$0		$0	$0
54	5415	$0	$0	$10,225	$16,465	$0	$0
55	5420	$0	$0	$1,095	$789	$0	$0
56	5430	$0	$0	$0	$0	0	0
57	5031	$0	$0	$0	$0	0	0
58	5500	$0	$1,487	$3,936	$28,457	$0	$0
59	5501	$0	$0	$0	$0	0	0
60	5502	$0	$0	$0		$0	$0
61	5510	$0	$0	$6,059		$0	$0
62	5522	$0	$0	$0	$35	$0	$0
63	5523	$0	$0	$0	$22,440	$0	$0
64	5525	$0	$0	$0	$0	$0	$0
65	5530	$54	$121	$246	$1,168	$0	$0
66	5540	$0	$0	$0		0	0
67	5543	$0	$0	$0		0	0
68	5560	$0	$0	$0	($10,000)	0	0
69	5599	$1,001	$1,750	$3,026	$0	$913	$1,048
70	5902	$0	$0	$0	$0	$0	$0
71	5905	$0	$0	$0	$0	$0	$0
72	5906	$0	$0	$0	$0	0	0
73	5909	$0	$0	$10	($5)	$0	$0
74	5910	$0	$0	$217	$448	$0	$0
75	5942	$0	$0	$0	$0	0	0
76	5999	$0	$0	$0	$6,213	0	0
77	5911	$0	$0	($6,072)	$573,003	$0	$0
78	5600	$0	($1,200)	$0	$0	$0	$0
79							
80	TOTAL EX	$28,205	$53,579	$196,295	$2,047,712	$29,952	$31,732
81							
82	NET	($28,205)	($53,579)	($159,660)	$501,952	($29,952)	($31,732)

ACRL FY21 Budget

Project 3801

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3801**		
4		**Project Name:**	**ACRL 2023 Conference**		**PITTSBURGH**
5			ACRL 2023 Conference Pittsburgh		
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4140	Advertising/Gross			-
9	4611	Comm/Sales Rep	No Housing Commissions in Cleveland hotel Contracts		
10	4612	Comm/Adv. Agency			-
11	4200	Registration Fees			-
12	4210	Exhibit Space Rentals			-
13	4400	Donations/Honoraria			-
14			**Total revenues**		-

Project 3801

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3801**		
4		**Project Name:**	**ACRL 2023 Conference**		**PITTSBURGH**
5			ACRL 2023 Conference Pittsburgh		
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
15	5000	Salaries & Wages	Salaries 23 Hotel contracts, license agreement		19,637
16	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		6,547
17	5100	Temp Employee/Outside			
18	5110	Professional Services			
19	5122	Bank Service Fees			
20	5150	Messenger Service			
21	5210	Transportation	2023 site visits as necessary		3,000
22	5212	Lodging & Meals	2023 site visits as necessary		1,500
23	5214	Entertainment			
24	5300	Facilities Rent			
25	5301	Conference Equipment Rental			
26	5302	Meal Functions			
27	5303	Exhibits			
28	5304	Speaker/Guest Expenses			
29	5305	Speaker/Guest Honorarium			
30	5306	Awards			
31	5307	Security Services			
32	5308	Special Transportation			
33	5309	Audio/Visual Equip Rental & Labor			-
34	5402	Printing-O/S			
35	5404	Design Service-O/S			
36	5410	Mail Service-O/S			
37	5411	Advertising/Space			-
38	5413	Mail List Rental			-
39	5415	Pre-Press/Photo Services			
40	5420	Copyright Fees			
41	5500	Supplies/Operating			
42	5502	Ref Matls/Periodicals			-
43	5510	Insurance			-
44	5522	Telephone & Fax/O/S			
45	5523	Postage & E-Mail/O/S			
46	5525	Utilities			
47	5530	Depr/Furn & Equipment			-
48	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		1,048
49	5902	IUT-ITTS			
50	5905	IUT-Telephone			
51	5909	IUT-Dist. Center			
52	5910	IUT-Repro.			
53	5911	IUT-General Overhead	IUT General overhead		-
54	5600	Taxes/Income	Unrelated business taxes @ 2% of ad revenue		-
55			**Total Expenses**		**31,732**
56			**Net**		**(31,732)**

Project 3808-H

	B	C	L	M	N	O	P	Q	R
1	ALA Budget Worksheet								
2	ACRL 2021 Conference								
3	3808		Portland		Baltimore		Cleveland		Seattle
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	VENUE								
7	4140	Advertising/Gross	$0	$0	$80,320	$0	$0	$0	$45,000
8	4200	Registration Fees	$0	$0	$1,432,100	$0	$0	$0	$1,036,329
9	4210	Exhibit Space Rentals	$0	$0	$957,420	$0	$0	$0	$767,600
10	4611	Comm/Sales Rep	$0	$0	$98,365	$0	$0	$0	$16,000
11	4612	Comm/Adv. Agency	$0	($23,000)	-$91,135	$0	$0	-$24,000	($48,309)
12	4400	Donations/Honoraria	$0	$0	$335,300	$0	$0	$0	$250,000
13	4429	Overhd-exempt Rev./Divisior	$0	$0	$2,925	$0	$0	$0	$1,000
14	4490	Misc. Fees/Revenues	$0	$0	$0	$0	0	0	0
15									
16	TOTAL		$0	($23,000)	$2,815,296	$0	$0	-$24,000	$2,067,620
17									
18	PENSES								
19	5000	Salaries & Wages	8853	$55,509	$139,553	$28,942	$22,097	$89,673	$156,398
20	5002	Overtime/Wages	$0	$0	$0	$0	$0	$0	$0
21	5010	Employee Benefits	$2,528	$16,471	$42,644	$8,682	$6,807	$28,113	$52,139
22	5100	Temp Employee/Outside	$0	$0	$1,719	$0	$0	$0	$3,000
23	5110	Professional Services	$0	$11,425	$84,377	$75	$2,708	15000	$84,700
24	5151	Duplication/Outside	$0	$0	$0	$0		0	0
25	5122	Bank Service Fees	$3,583	$8,584	$53,285	$1,893	$3,902	$6,500	$52,000
26	5150	Messenger Service	$13	$16	$1,257	$0	$0	$0	$1,200
27	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
28	5210	Transportation	$0	$60	$12,160	$613	$398	$1,725	$19,920
29	5212	Lodging & Meals	$0	$57	$4,279	$287	$103	$300	$16,200
30	5214	Entertainment	$0	$0	$6,636	$0	$0	$0	$1,000
31	5216	Business Meetings	$0	$0	$0	$0	$0	0	0
32	5300	Facilities Rent	$1,000	$22,047	$48,185	$0	$0	$44,500	$47,700
33	5301	Conference Equipment Rent	$0	$0	$353,826	$0	$0	$0	$162,000
34	5302	Meal Functions	$0	$1,000	$360,046	$0	$0	$1,000	$287,704
35	5303	Exhibits	$0	$0	$86,553	$0	$0	$0	$108,000
36	5304	Speaker/Guest Expenses	$0	$0	$8,110	$0	$0	$0	$14,000
37	5305	Speaker/Guest Honorarium	$0	$15,500	$43,000	$0	$0	$30,000	$43,500
38	5306	Awards	0	0	0	$0	$0	0	$0
39	5307	Security Services	$0	$0	$17,991	$0	$0	$0	$45,000
40	5308	Special Transportation	$0	$0	$25,866	$0	$0	$0	$20,000
41	5309	Audio/Visual Equip Rental &	0	0	0	0	0	0	$187,000
42	5350	Program Allocation	$0	$0	$0	$0	$0	0	0
43	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	$0	$0
44	5402	Printing-O/S	$0	$395	$32,681	$0	$0	$9,000	$24,300
45	5404	Design Service-O/S	$0	$41,207	$17,334	$0	$9,075	$15,000	$19,987
46	5410	Mail Service-O/S	$0	$0	$2,096	$0	$0	$800	$1,800
47	5411	Advertising/Space	$0	$0	$0	$0	$0	$0	$0
48	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
49	5415	Pre-Press/Photo Services	$0	$0	$26,066	$0	$0	$11,000	$14,000
50	5420	Copyright Fees	$0	$778	$744	$22	$0	$1,200	$825
51	5500	Supplies/Operating	$0	$4,590	$25,981	$0	$0	$7,500	$35,200
52	5502	Ref Matls/Periodicals	$0	$0	$0	$0	$0	$0	$0
53	5510	Insurance	$0	$5,533	$0	$0	$0	$7,000	$0
54	5520	Equipment Rental/Lease	$0	$0	$0	$0	$0	0	0
55	5522	Telephone & Fax/O/S	$0	$0	$305	$0	$0	$0	$525
56	5523	Postage & E-Mail/O/S	$0	$246	$30,841	$0	$0	$2,000	$16,000
57	5525	Utilities	$0	$0	$32,907	$0	$0	$0	$30,000
58	5530	Depr/Furn & Equipment	$40	$154	605	$97	$151	0	0
59	5560	Organization Support/Contrib	0	0	0	0	0	0	($58,950)
60	5599	Misc. Expense	$1,961	$2,868	$8,840	$1,190	$801	$4,383	$8,346
61	5600	Taxes/Income	$0	$0	$0	$0	$0	$0	$900
62	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
63	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
64	5909	IUT-Dist. Center	$16	$26	$87	$0	$0	$0	$0
65	5910	IUT-Repro.	$0	$0	$595	$0	$0	$0	$500
66	5911	IUT-General Overhead	$0	$0	$653,947	$0	$0	-$6,360	$481,404
67	5999	IUT-Misc.	$0	$0	-$10,000	$0	$0	0	0
68									
69	TOTAL DIRECT EXPENSES		$17,994	$186,467	$2,112,515	$41,801	$46,042	$268,334	$1,876,298
70									
71	NET		($17,994)	($209,467)	$702,780	($41,801)	($46,042)	($292,334)	$191,322

Project 3808

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3808**		SEATTLE
4		**Project Name:**	**ACRL 2021 Conference**		**ACRL 2021 CONFERENCE**
5					
6					**FY 2021 Budget**
7	**Line #**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4140	Advertising/Gross	Advertising @ $10,000; list sales @ $35,000		45,000.00
9	4611	Comm/Sales Rep	Estimated at 80% pick up 10% commission $128,472 - $120,650 in 21 Experient Expenses		16,000.00
10	4612	Comm/Adv. Agency	Exhibits Commission: Corcoran Exhibitons, Inc.: $3,000 per month x 9 months (September - May) = $27,000. Contract administration @ $50 per company x 225 companies = $11,250 Onsite cost for two employees @ $1,000. Note: 0% commission on booths 1-300. 22.5% commission on gross revenue of all both sales above 300 (25 total booths based on 325 sold). Commission booths 300-311 booths @ $2,650 = $29,150. Program book advertising commission @ 25% of $12,000 = $3,000		($48,309.00)
11	4200	Registration Fees	**DUE TO COVID-19, REDUCED F2F REGISTRATION BY 30% AND INCREASED VIRTUAL CONFERENCE REGISTRATION BY 15%.** **FACE TO FACE REGISTRATION** Originally based on 3077 registrants, average of last two west coast conferences and an .8% decrease from Cleveland. F2F now based on 2,173 attendees $40 registration rate increase across the board (10% increase) Early-bird ACRL member example, increase from $399 to $439. **EARLY-BIRD** 1,176 ACRL and state chapter members @ $439 = $516,264 66 ALA member @ $549 = $36,234 200 Nonmember @ $669 = $133,800 75 Student @ $129 = $9,675 Early-bird total: $695,673 **ADVANCE** 160 ACRL member @ $509 = $81,440 66 ALA member @ $589 = $38,874 105 Nonmember @ $709 = $74,445 22 Student @ $179 = $3,938 45 Retired and unemployed @ $209 = $9,405 Advance total: $208,102		1,036,329.00

ACRL FY21 Budget

Project 3808

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3808**		SEATTLE
4		**Project Name:**	**ACRL 2021 Conference**		**ACRL 2021 CONFERENCE**
5					
6					**FY 2021 Budget**
7	**Line #**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
12			**GROUP EARLY-BIRD** 170 ACRL group @ $399 = $67,830 20 ALA group @ $529 = $10,580 35 Nonmember group @ $639= $22,365 10 Student group @ $119 = $1,190 Group total: $101,965 **ONSITE** 15 ACRL members @ $559 = $8,385 5 ALA members @ $639 = $3,195 3 Nonmembers @ $759 = $2,277 Onsite total: $13,857 Face to face registration based on 2,173 total registrants @ 100% = $1,019,597 minus $58,025 for scholarships (shown as a contra expense in 5306). F2F Total: $961,572 **VIRTUAL CONFERENCE REGISTRATION** Virtual Conference registrants: 125 individuals @ $229 = $28,625; 35 groups up to 5 @ group rate of @ $499 = $17,465. 23 groups up to 9 @ group rate @ $799 = $18,377. 10 groups @ 10+ rate @ $999 = $9,990. VC Total: $74,367 **TOTAL REGISTRATION (face-to-face and virtual at 100%) = $1,036,329**		
13	4210	Exhibit Space Rentals	Exhibits revenue based on 10% decrease from 2019 based on onsite booth sales in Cleveland, consolidations and west coast location		767,600.00
14	4400	Donations/Honoraria	Committee initially recommending $250ish, originally budgeted $300K which was a 23% decrease from CLE; decreased to $250,000		250,000.00
15	4429	Overhd-exempt Rev./Division	Carbon offset figured at $5 for 10% of 2,000 registrants = $1,000		1,000.00
16			**Total revenues**		**2,067,620.00**

ACRL FY21 Budget

Project 3808

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3808**		SEATTLE
4		**Project Name:**	**ACRL 2021 Conference**		**ACRL 2021 CONFERENCE**
5					
6					**FY 2021 Budget**
7	**Line #**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
17	5000	Salaries & Wages	Salaries		156,398.00
18	5002	Overtime/Wages	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		-
19	5010	Employee Benefits			52,139.00
20	5100	Temp Employee/Outside	Registration temps		3,000.00
21	5110	Professional Services	*Exhibits Management: commissions shown in line 4612; Registration Management: registration @ $8 x 2,913 = $23,304; exhibitor registration @ $6 per exhibitor x 900 exhibitors + 100 comps x $6 = $6,000. Registration expenses covered by hotel commission paid to Experient so Registration Management fees will equal $0.* (See line 5122 for Bank Service Fees). **Conference Media** $32,000 (less 20% paid in FY20); **Orbit Web Hosting** $1,100; ASL/ADA Needs: **Transcription $14,000; Scooters** $3000; **Online Proposal Management Pheedloop** (paid for in FY20, 3K addons onsite) $10,000; **Learning Times Virtual Conference** hosting and production @ $25,000; **Virtual Posters** hosting and software @ $13,000.		84,700.00
22	5122	Bank Service Fees	Based on FY19 actuals		52,000.00
23	5150	Messenger Service	Messenger service		1,200.00
24	5210	Transportation	Travel out of town, site visit and conference travel for ACRL staff and vendors. Based on 20% increase from 2019 actuals.		19,920.00
25	5212	Lodging & Meals	Travel, housing: Based on 2019 VIP list, 375 nights needed, 165 comp nights earned 1/40's (at 80% pickup), 182 comp nights negotiated per contract = 28 nights remaining x $220/night) = $154,600. 60 days per diem @ $50 per day = $3,000.		16,200.00
26	5214	Entertainment	DJ $750, DJ Fee at MoPop $250,		1,000.00

ACRL FY21 Budget

Project 3808

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3808**		SEATTLE
4		**Project Name:**	**ACRL 2021 Conference**		**ACRL 2021 CONFERENCE**
5					
6					**FY 2021 Budget**
7	**Line #**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
27	5300	Facilities Rent	MoPop ($25,200 less $12500 paid in FY20), Conv Center Rent Balance Due 35000		47,700.00
28	5301	Conference Equipment Rental	Datasis: Personal computers/laptops, printers, photocopier $20,000; WSCC Internet connection/wifi - $70k; Convention Center Labor (Loaders, Stagehands and Rigging) $42,000; Virtual Posters @ $30,000 (touchscreens, stands, laptops)		162,000.00
29	5302	Meal Functions	All Convention Center events as planned in 2019 + 25% increase in F&B costs in Seattle + $90,000 for All Conference Reception + $18,500 for 2000 lunch vouchers ($13.22 x 2000 vouchers = $18,508 (figured at 70% use)) No Chairs Reception // no library colleauges breakfast		287,704.00
30	5303	Exhibits	ACRL GES Agreement per booth + all signs, carpet, sales office, staff office registration, book signing , acrl booth, choice booth workstations, entrance units ribbon cutting, backstage furniture, material handling and transportation, art lounge, desk yoga, media llama studio, headshot studio, scooter parking, directionals, cling grapichics and labor		108,000.00
31	5304	Speaker/Guest Expenses	Speaker expenses (keynotes, invited papers, non-librarian presenters)		14,000.00
32	5305	Speaker/Guest Honorarium	Keynote Speakers @ $30,000 ($30K deposit in last fiscal), Invited presentations @ $2,000 x 3 = $6,000 +Chairs Choice $5,000		43,500.00
33	5306	Awards			
34	5307	Security Services	Conv Center: Security, Admin, EMT, Risers, Parking, Cleaning, $30,000 + Outside Security for Hall and Keynote $15,000		45,000.00
35	5308	Special Transportation	Buses for All Conference Reception (quoted 19,700)		20,000.00
36	5309	Audio/Visual Equip Rental & Labor	LMG $52,000 for breakout equipment and labor including laptops for 14 rooms, BARTHA $115,000, $10,000 + $20,000 for PSAV 4 Workshops at Sheraton		187,000.00
37	5400	Editl/Proofreading-O/S	NA		
38	5401	Typesetting/Comptn-O/S	NA		
39	5402	Printing-O/S	Two Registration mailers reduced to one: $10,000. Conference program book: $10,000 (based on CLE actuals with slight decrease based on fewer print program books); C&RL News Preliminary Program insert @ $3,500; Exhibits materials: $800; Z-card pocket program: no Z Card		24,300.00

ACRL FY21 Budget

Project 3808

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3808**		SEATTLE
4		**Project Name:**	**ACRL 2021 Conference**		**ACRL 2021 CONFERENCE**
5					
6					**FY 2021 Budget**
7	**Line #**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
40	5404	Design Service-O/S	Design, Pivot: First registration mailer: $6,000; postcards: $1,500, fliers: $600, show signage: $2,000, website slides: $4,000, PowerPoint template: $2,887; misc @ $3,000		19,987.00
41	5410	Mail Service-O/S	Mail service, based on FY19 actuals with increase		1,800.00
42	5411	Advertising/Space	Advertising		-
43	5413	Mail List Rental	Mailing list rental		-
44	5415	Pre-Press/Photo Services	Headshot Studio 15K (half paid in FY20), Conference Photographer $6500		14,000.00
45	5420	Copyright Fees	ASCAP & BMI, based on 2019 actuals		825.00
46	5500	Supplies/Operating	Badge Lanyards $1.70 x 5,500 = $9350, Ribbons = $4000, Logo napkins for colleagues @ $2,800 based on FY19 with increase); no Poster Session prizes, Innovations (moved these expenses from AV to supplies b/c more applicable @ $20,000 (incentive prizes, therapy dogs, art lounge supplies, gaming, specialty furniture, post card stations)), Shoes & Jackets for all staff $5000, Volunteer Buttons $750, Local Arrangements Item $300, Floral $3000		35,200.00
47	5502	Ref Matls/Periodicals			-
48	5510	Insurance	Cancellation insurance (paid in FY 20)		-
49	5522	Telephone & Fax/O/S	Remote access phone reimbursement. $35 * 15 = $525		525.00
50	5523	Postage & E-Mail/O/S	Postage for two registration mailers: first mailer @ $8,000; second mailer @ $16,000. Reduced to one mailer		16,000.00
51	5525	Utilities	Utilities, electrical @ $30,000		30,000.00
52	5560	Organization Support/Contrib.	Carbon offset figured at $5 for 10% of 2,100 registrants = $1,500 at 100% ACRL match. Contra-expense for ACRL 2021 scholarships @ $60,000	-58950	(58,950.00)
53	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		8,346.00
54	5902	IUT-ITTS	Data processing		
55	5905	IUT-Telephone			
56	5909	IUT-Dist. Center	Distribution. Based on conference history		
57	5910	IUT-Repro.	Reprographics, flyers, etc.		500.00
58	5911	IUT-General Overhead	IUT General overhead		481,404.00
59	5600	Taxes/Income	Unrelated business taxes @ 2% of ad revenue		900.00
60			**Total Expenses**		**1,876,298.00**
61			**Net**		**191,322.00**

Project 3811-H

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	Project 3811 - Preconferences								
3									
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4200	Registration Fees	$19,535	$12,200	$8,540	$7,875	$0	$11,286	$0
8	4400	Donations/Honoraria	$0	$0	$0	$0	$0	0	0
9									
10	TOTAL		$19,535	$12,200	$8,540	$7,875	$0	$11,286	$0
11									
12	EXPENSES								
13	5000	Salaries & Wages	$2,213	$2,808	$1,876	$2,686	$11,955	$2,774	$0
14	5002	Overtime/Wages	$0	$0	$0	$0		0	0
15	5010	Employee Benefits	$632	$833	$573	$806	$3,683	$870	$0
16	5110	Professional Services	$0	$0	$0	$0	$0	$0	$0
17	5122	Bank Service Fees	$0	$0	$244	$0	$0	$316	$0
18	5150	Messenger Service	$0	$0	$0	$0	$0	$0	$0
19	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
20	5210	Transportation	$0	$0	$0	$0	$0	$0	$0
21	5212	Lodging & Meals	$0	$0	$0	$0	$0	$0	$0
22	5301	Conference Equipment Rental	$0	$0	$1,032	$0	$0	0	0
23	5302	Meal Functions	$7,111	$2,943	$1,241	$850	$0	$1,260	$0
24	5304	Speaker/Guest Expenses	$2,015	$1,139	$1,443	$581	$0	$500	$0
25	5305	Speaker/Guest Honorarium	$0	$0	$0	$0	$0	0	0
26	5309	Audio/Visual Equip Rental & Labor	$7,614	$3,046	$0	$2,773	$0	$1,500	$0
27	5310	Computer Rental/Internet Connection	$0	$0	$0	$0	$0	$0	$0
28	5402	Printing-O/S	$230	$40	$0	$0	$0	$200	$0
29	5404	Design Service-O/S	$0	$0	$0	$0	$0	0	0
30	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
31	5413	Mail List Rental	$0	$0	$0	$0	$0	0	0
32	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
33	5500	Supplies/Operating	$0	$134	$8	$6	$0	$0	$0
34	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	0	0
35	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$0
36	5530	Depr/Furn & Equipment	$10	$8	$0	$9	$81	0	0
37	5543	Bad Debt Expense	$0	$171	$175	$175	$175	$113	$0
38	5599	Misc. Expense	$490	$145	$117	$110	$433	$136	$0
39	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
40	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
41	5909	IUT-Dist. Center	$0	$0	$0	$0	$0	$0	$0
42	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
43	5911	IUT-General Overhead	$4,962	$3,160	$2,255	$2,079	$0	$2,991	$0
44									
45	TOTAL DIRECT EXPENSES		$25,276	$14,427	$8,964	$10,075	$16,327	$10,660	$0
46									
47	NET		($5,741)	($2,227)	($424)	($2,200)	($16,327)	$626	$0

ACRL FY21 Budget

Project 3811

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3811**		
4		**Project Name:**	**Preconferences**		
5			Question for MED, no AC preconf in ACRL Conf year?		
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4200	Registration Fees	**No preconference in 2021.Based on one full-day preconference**		-
9			Registration fees, full-day preconference: 39 ACRL members @ $275 = $10,725; 3 ALA members @ $315 = $945; 2 students @ $105 = $210; Total = $11,880; Budgeted at 95% = $11,286. Based on 44 attendees. Minimum attendance = 42		
10					
11			**Total Revenues**		-

ACRL FY21 Budget

Project 3811

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3811**		
4		**Project Name:**	**Preconferences**		
5			Question for MED, no AC preconf in ACRL Conf year?		
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
12	5000	Salaries & Wages	Salaries at % of ACRL total listed in salary matrix		-
13	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		-
14	5110	Professional Services	Professional Services		-
15	5122	Bank Service Fees	Bank Fees		-
16	5150	Messenger Service	Messenger service		-
17	5210	Transportation	No transportation as staff already traveling for Annual Conference		-
18	5212	Lodging & Meals	No lodging and meals as staff already traveling for Annual Conference		-
19	5214	Entertainment	Entertainment		-
20	5300	Facilities Rent	No facility rental expenses as workshops will be held in conjunction with ALA Annual Conference		-
21	5302	Meal Functions	42 (includes participants and speaker) @ 2 breaks @ $15 per break = $1,260		
22					
23	5304	Speaker/Guest Expenses	2 speakers @ one night's lodging @ $200 and one day's per diem @ $50. Total = $500		
24					
25	5309	Audio/Visual Equip Rental & Labor	Audiovisual equipment, AV @ $1500		
26	5310	Computer Rental/Internet Connection	Internet connection, comp at convention center		-
27	5402	Printing-O/S	Printing (photocopying of conference materials): presenters provide handouts for reimbursement		
28	5500	Supplies/Operating	Supplies		-
29	5523	Postage & E-Mail/O/S	Postage		-
30	5543	Bad Debt Expense	Bad Debt 1% of revenue		-
31	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		-
32	5902	IUT-ITTS	IUT-Data Processing		-
33	5905	IUT-Telephone	IUT-Phone		-
34	5909	IUT-Dist. Center	IUT-Distribution		-
35	5910	IUT-Repro.	IUT-Reprographics		-
36	5911	IUT-General Overhead	IUT General overhead as supplied by ALA Planning and Budgeting		-
37			**Total Expenses**		-
38			**Net**		-

ACRL FY21 Budget

Project 3830-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL								
3	PROJECT: 3830	Immersion -National							
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	4200	Registration Fees	$154,975	$170,000	$142,705	$196,635	$172,155	$154,644	$162,075
8	4421	Royalties-Exempt	$0	$0	$0	$0	$0	0	0
9	4429	Overhd-exempt Rev./Division	$25,306	$21,842	$22,598	$35,413	$49,910	$30,070	$42,500
10									
11	TOTAL		$180,281	$191,842	$165,303	$232,048	$222,065	$184,714	$204,575
12									
13	EXPENSES								
14	5000	Salaries & Wages	$11,066	$11,795	$9,751	$20,621	$15,799	$19,969	$16,474
15	5002	Overtime/Wages	$0	$0	$0	$0		0	0
16	5010	Employee Benefits	$3,159	$3,500	$2,980	$6,186	$4,867	$6,260	$5,492
17	5031	Staff Development	$0	$0	$0	$415	$0	0	0
18	5110	Professional Services	$2,000	$2,000	$4,000	$0	$3,057	$0	$0
19	5122	Bank Service Fees	$4,747	$4,915	$4,643	$7,167	$6,478	$5,172	$5,728
20	5150	Messenger Service	$705	$2,630	$185	$238	$55	$350	$150
21	5210	Transportation	$2,471	$3,182	$13,020	$895	$1,411	$525	$150
22	5212	Lodging & Meals	$38,462	$37,359	$38,059	$79,546	$69,388	$46,075	$55,240
23	5214	Entertainment	$5,237	$2,698	$0	$0	$4,730	$5,500	$5,200
24	5300	Facilities Rent	$4,604	$13,360	$14,939	$8,115	$17,700	$6,240	$17,900
25	5301	Conference Equipment Rental	$2,994	$1,974	$657	$0	$4,175	$2,520	$4,500
26	5302	Meal Functions	$12,282	$10,784	$16,985	($294)	$15,043	$17,888	$16,493
27	5304	Speaker/Guest Expenses	$3,536	$5,391	$7,581	$7,157	$10,220	$8,900	$7,175
28	5305	Speaker/Guest Honorarium	$17,150	$17,400	$21,000	$34,250	$21,250	$24,750	$24,900
29	5306	Awards	$0	$0	($12,000)	$2,898	($11,970)	($12,000)	($12,000)
30	5308	Special Transportation	$0	$0	$0	$0	$0	$0	$0
31	5350	Program Allocation	$0	$3,850	$0	$0	$0	0	0
32	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	$0	$0
33	5402	Printing-O/S	$5,507	$2,710	$257	$4,426	$2,738	$5,000	$5,000
34	5404	Design Service-O/S	$0	$0	$0	$0		0	0
35	5410	Mail Service-O/S	$0	$0	$0	$0	$0	$0	$0
36	5411	Advertising/Space	$0	$0	$0	$0	$0	0	0
37	5413	Mail List Rental	$0	$0	$0	$0	$0	$0	$0
38	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	0	0
39	5420	Copyright Fees	$266	$0	$0	$1,687	$499	$1,000	$1,000
40	5500	Supplies/Operating	$1,216	$1,284	$981	$5,630	$436	$2,700	$1,500
41	5520	Equipment Rental/Lease	$356	$0	$0	$0			
42	5522	Telephone & Fax/O/S	$0	$0	$0	$0		$0	$0
43	5523	Postage & E-Mail/O/S	$0	$0	$0	$0		$0	$0
44	5530	Depr/Furn & Equipment	$51	$33	$42	$69	$108	0	0
45	5543	Bad Debt Expense	$0	$147	$147	$147	$147	$147	$147
46	5599	Misc. Expense	$2,451	$609	$609	$848	$573	$976	$879
47	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
48	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
49	5909	IUT-Dist. Center	$11	$0	$0	$0	$0	$0	$0
50	5910	IUT-Repro.	$0	$0	$0	$0	$0	$50	$50
51	5940	IUT-Registration Processing	$633	$650	$664	($625)	$0	$742	$721
52	5999	IUT-Misc.	$0	$0	$0	($8,475)	$0	0	0
53	5911	IUT-General Overhead	$39,364	$44,030	$37,674	$51,912	$45,621	$40,981	$42,950
54									
55	TOTAL		$158,267	$170,301	$162,173	$222,813	$212,324	$183,745	$199,649
56									
57	NET		$22,014	$21,541	$3,130	$9,235	$9,741	$969	$4,926

ACRL FY21 Budget

Project 3830

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3830**		
4		**Project Name:**	**Immersion National**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4200	Registration Fees	**IMMERSION Location** Loyola University Chicago - Registration fees: 75 members @ $1,895; 10 non-members @ $1,995. Total: $162,075. Based on 85 attendees, recognizing 100% of revenue. Scholarships shown as a contra-expense in 5306.		162,075.00
9				-	
10	4429	Overhd-exempt Rev./Division	Revenue for **IMMERSION** dorm lodging: 85 participants @ $500 per person for single dorm room with linens= $42,500 <*This covers costs for dorms in 5212 and essentially is revenue in + out. Number of dorm participants based on past history.*>		42,500.00
11			**Total Revenues**		**204,575.00**
12	5000	Salaries & Wages	Salaries calculated at % listed in salary matrix.		16,474.00
13	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		5,492.00
14	5110	Professional Services	Registration instead of competitive application process, eShow application system not needed		0.00
15	5122	Bank Service Fees	Bank Charges on credit cards.		5,728.00
16	5150	Messenger Service	Messenger service		150.00
17	5210	Transportation	Travel-out-of-town: vicinity travel @ $150		150.00
18	5212	Lodging & Meals	IMMERSION 89 registrants: 5 nights lodging @ $500 per person x 85 <This fee is covered by 4429 overhead exempt revenue>; Meals = $140 per person @ dorm meals (B, L, D) x 91 = $12,740		55,240.00
19	5214	Entertainment	Entertainment: Thursday night happy hour		5,200.00
20	5300	Facilities Rent	Facilities rental at Loyola, plenary @ $2,700 per day plus $25 per classroom per day (8*$110*5)		17,900.00
21	5301	Conference Equipment Rental	Audiovisual equipment, Damen built-in AV @ $150 per day. majority built in meeting rooms @ $25 per room per day. Wifi per participant @ $10 x 110 (two devices per participant)		4,500.00
22	5302	Meal Functions	Five Morning and four afternoon breaks: 91 people x 9 breaks @ $15 = $12,285 (includes $750 cushion for additional coffee or bar drinks); Welcome dinner @ $38 per person x 91 = $3,458		16,493.00

Project 3830

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3830**		
4		**Project Name:**	**Immersion National**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
23	5304	Speaker/Guest Expenses	Faculty expenses		7,175.00
24			Expenses for six teaching Immersion faculty and one faculty observer: Transportation 7 faculty @ $450 each = $3,150; lodging 7 @ $500 per week - $3,500; 7 @ 2 per diem @ $50 = $700; taxis 7 @ $75 = $525.		
25	5305	Speaker/Guest Honorarium	Faculty honoraria: 6 faculty @ $3,750 honorarium with $750 for the additional stiped to the lead faculty, plus $1500 for Immersion coordinator and $500 for Immersion observer		24,900.00
26	5306	Awards	Contra-expense for Immersion scholarship awards		-12,000.00
27	5308	Special Transportation	Special transportation		0.00
28	5400	Editl/Proofreading-O/S	Editorial/Proofreading		0.00
29	5402	Printing-O/S	Printing, notebook production		5,000.00
30	5410	Mail Service-O/S	Mail Service/Outside		0.00
31	5413	Mail List Rental	Mailing list rental, electronic announcement of invitation to apply		0.00
32	5420	Copyright Fees	Copyright fees		1,000.00
33	5500	Supplies/Operating	Closing plenary materials/other supplies @ $1500		1,500.00
34	5522	Telephone & Fax/O/S	Telephone (for dial in access at presentation)		0.00
35	5523	Postage & E-Mail/O/S	Invitation to Apply, e-mail registration packet and brochure		0.00
36	5543	Bad Debt Expense	Bad Debt		147.00
37	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		879.00
38	5902	IUT-ITTS	IUT-Data Processing		0.00
39	5905	IUT-Telephone	IUT-Phone		0.00
40	5909	IUT-Dist. Center	IUT-Distribution		0.00
41	5910	IUT-Repro.	IUT-Reprographics		50.00
42	5940	IUT-Registration Processing	Registration processing		721.00
43	5911	IUT-General Overhead	IUT General overhead at ALA rate		42,950.00
44			**Total Expenses**		**199,649.00**
45			**Net**		**4,926.00**

ACRL FY21 Budget

Project 3831-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	Friends of ACRL-Operating								
3	Project 3831								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4200	Registration Fees	$0	$0	$0	$0	$0	0	0
8	4400	Donations/Honoraria	$0	$0	$0	$0	$0	0	0
9									
10	TOTAL		$0	$0	$0	$0	$0	$0	$0
11									
12	EXPENSES								
13	5000	Salaries & Wages	$44,265	$25,929	$33,988	$35,633	$88,013	$36,802	$78,215
14	5002	Overtime/Wages	$0	$0	$0	$0		0	0
15	5010	Employee Benefits	$12,638	$7,694	$10,384	$10,689	$27,113	$11,537	$26,075
16	5122	Bank Service Fees	$744	$511	$582	$637	$752	$593	$711
17	5150	Messenger Service	$0	$0	$0	$0	$0	0	0
18	5151	Duplication/Outside	$0	$0	$0	$0	$0	0	0
19	5210	Transportation	$0	$0	$0	$0	$0	0	0
20	5212	Lodging & Meals	$0	$0	$0	$0	$0	0	0
21	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	0	0
22	5302	Meal Functions	$0	$0	$0	$0	$0	0	0
23	5304	Speaker/Guest Expenses	$0	$0	$0	$0	$0	0	0
24	5305	Speaker/Guest Honorarium	$0	$0	$0	$0	$0	0	0
25	5350	Program Allocation	$15,781	$487	$12,312	$16,273	$9,242	$3,700	$9,250
26	5402	Printing-O/S	$0	$0	$0	$0	$0	0	0
27	5404	Design Service-O/S	$0	$0	$0	$0	$0	0	0
28	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
29	5413	Mail List Rental	$0	$0	$0	$0	$0	0	0
30	5414	Supplies/Production	$0	$0	$0	$0	$0	0	0
31	5500	Supplies/Operating	$0	$0	$168	$0	$0	$0	$0
32	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	$0	$0
33	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$536	$0	$0
34	5530	Depr/Furn & Equipment	$202	$72	$147	$119	$600	0	0
35	5599	Misc. Expense	$9,803	$1,340	$2,124	$1,466	$3,190	$1,799	$4,174
36	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
37	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
38	5909	IUT-Dist. Center	$733	$344	$540	$522	$372	$521	$372
39	5910	IUT-Repro.	$14	$3	$0	$19	$182	$0	$190
40	5911	IUT-General Overhead	$0	$0	$0	$0	$0	$0	$0
41									
42	TOTAL DIRECT EXPENSES		$84,180	$36,380	$60,245	$65,357	$129,998	$54,952	$118,987
43									
44	NET		($84,180)	($36,380)	($60,245)	($65,357)	($129,998)	($54,952)	($118,987)

ACRL FY21 Budget

Project 3831

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and**		
3		**Project No.:**	**3831**		
4		**Project Name:**	**Friends of ACRL-Operating**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4429	Overhd-exempt Rev./Division	All revenues show in restricted account, 48-403-xxxx-3831		
9			**Total Revenues**		**-**
10	5000	Salaries & Wages	Salaries calculated at % listed in salary matrix		78,215.00
11	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		26,075.00
12	5122	Bank Service Fees	Credit card fees calculated at 2.9% of credit card donations, credit card donations are 70% of total donations, which are budgeted at $35,000		711.00
13	5350	Program Allocation	Program development: $1200 for pins, ribbons, other donor recognition; $8,000 for donor appreciation reception (in Seattle)		9,250.00
14	5500	Supplies/Operating			-
15	5522	Telephone & Fax/O/S			-
16	5523	Postage & E-Mail/O/S			-
17	5543	Bad Debt Expense			-
18	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		4,174.00
19	5902	IUT-ITTS	IUT-Data Processing		-
20	5905	IUT-Telephone	IUT-Phone		
21	5909	IUT-Dist. Center	IUT-Distribution (FY19 actual)		372.00
22	5910	IUT-Repro.	IUT-Reprographics (FY19 actual)		190.00
23	5911	IUT-General Overhead			-
24			**Total Expenses**		**118,987.00**
25			**Net**		**(118,987.00)**

ACRL FY21 Budget

Project 3832-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA BUDGET WORKSHEET								
2	ACRL								
3	PROJECT: 3832 Immersion - Regional								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6									
7	4200	Registration Fees	$16,200	$0	$45,950	$0	$0	$0	$0
8	4400	Donations/Honoraria	$0	$0	$0	$0	$0	0	0
9	4429	Overhd-exempt Rev./Division	$0	$0	$0	$0	$0	0	0
10	4430	Royalties-Non-Exempt	$0	$0	$0	$0	$0	0	0
11									
12	TOTAL		$16,200	$0	$45,950	$0	$0	$0	$0
13									
14	EXPENSES								
15	5000	Salaries & Wages	$2,213	$0	$1,462	$0	$0	$0	$0
16	5002	Overtime/Wages	$0	$0	$0	$0	$0	0	0
17	5010	Employee Benefits	$632	$0	$447	$0	$0	$0	$0
18	5110	Professional Services	$0	$0	$0	$0	$0	$0	$0
19	5122	Bank Service Fees	$2,188	$0	$1,660	$0	$0	$0	$0
20	5150	Messenger Service	$0	$0	$0	$0	$0	$0	$0
21	5210	Transportation	$0	$0	$0	$0	$0	$0	$0
22	5212	Lodging & Meals	$0	$0	$0	$0	$0	$0	$0
23	5214	Entertainment	$0	$0	$0	$0	$0	0	0
24	5300	Facilities Rent	$0	$0	$0	$0	$0	$0	$0
25	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	$0	$0
26	5302	Meal Functions	$0	$0	$3,615	$0	$0	$0	$0
27	5304	Speaker/Guest Expenses	$300	$0	$1,885	$0	$0	$0	$0
28	5305	Speaker/Guest Honorarium	$1,025	$0	$17,190	$0	$0	$0	$0
29	5308	Special Transportation	$0	$0	$0	$0	$0	0	0
30	5350	Program Allocation	$0	$0	$0	$0	$0	0	0
31	5400	Editl/Proofreading-O/S	$0	$0	$0	$0	$0	0	0
32	5402	Printing-O/S	$0	$0	$0	$0	$0	$0	$0
33	5404	Design Service-O/S	$0	$0	$0	$0	$0	0	0
34	5410	Mail Service-O/S	$0	$0	$0	$0	$0	0	0
35	5413	Mail List Rental	$0	$0	$0	$0	$0	0	0
36	5415	Pre-Press/Photo Services	$0	$0	$0	$0	$0	0	0
37	5420	Copyright Fees	$0	$0	$0	$0	$0	$0	$0
38	5500	Supplies/Operating	$0	$0	$0	$0	$0	$0	$0
39	5522	Telephone & Fax/O/S	$0	$0	$0	$0	$0	$0	$0
40	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	$0	$0
41	5530	Depr/Furn & Equipment	$10	$0	$6	$0	$0	0	0
42	5543	Bad Debt Expense	$0	$0	$0	$0	$0	$0	$0
43	5599	Misc. Expense	$490	$0	$91	$0	$0	$0	$0
44	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
45	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
46	5909	IUT-Dist. Center	$0	$0	$0	$0	$0	$0	$0
47	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
48	5940	IUT-Registration Processing	$284	$0	$0	$0	$0	0	0
49	5911	IUT-General Overhead	$4,115	$0	$12,131	$0	$0	$0	$0
50									
51	TOTAL		$11,257	$0	$38,486	$0	$0	$0	$0
52									
53	NET		$4,943	$0	$7,464	$0	$0	$0	$0

Project 3832

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3832**		
4		**Project Name:**	**Teaching with Technology Track**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4200	Registration Fees	**Teaching with Technology (F2F @ ACRL 2017 /online)**: 40 participants @ $850= $31,800. 5 nonmembers @ $950 = $4,475. Total = $38,750. Budgeted @ 93% = $36,038. Based on 45 attendees. Minimum attendance: 42		-
9			**Total Revenues**		-
10	5000	Salaries & Wages	Salaries calculated at % listed in salary matrix		-
11	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		-
12	5110	Professional Services	Technology platform for TwT track @ $1,500. eShow proposal submission @ $750.		-
13	5122	Bank Service Fees	Bank Charges on credit cards		-
14	5150	Messenger Service	Messenger service		-
15	5210	Transportation	TwT held in conjunction with ACRL 2017/online		
16	5212	Lodging & Meals	Staff lodging/meals not needed as programs are held in conjunction with ACRL 2017. Faculty expenses in line 5304.		
17	5300	Facilities Rent	Facility rental not needed as programs are held in conjunction with ACRL 2017 and online		
18	5301	Conference Equipment Rental	**TwT Immersion:** AV rental not needed as programs are held in conjunction with ACRL 2017 and online		-
19	5302	Meal Functions	**TwT Immersion:** 47 (includes participants and faculty) @ 2 breaks @ $10 per break		-
20	5304	Speaker/Guest Expenses	**TwT Immersion:** 4 faculty @ one night's lodging @ $200 and one day's per diem @ $50. Transportation on own as held in conjunction with ACRL 2017.		-
21	5305	Speaker/Guest Honorarium	**TwT Immersion:** 4 faculty @ daily rate of $750 per day x 5 days (F2F and online) = $3,425 each		-
22	5402	Printing-O/S	Handouts: @ $10per particpant x 45		-
23	5420	Copyright Fees	Copyright fees		-
24	5500	Supplies/Operating	45 binders/dividers @ $10 each = $450. Misc. supplies @ $300		-
25	5522	Telephone & Fax/O/S	Phone		-
26	5523	Postage & E-Mail/O/S	Postage		-
27	5543	Bad Debt Expense	Bad Debt		
28	5599	Misc. Expense	Misc. Expense		-
29	5902	IUT-ITTS	ITTS		-
30	5905	IUT-Telephone	Telephone		-
31	5909	IUT-Dist. Center	Distribution		-
32	5910	IUT-Repro.	Reprographics/handouts		-
33	5911	IUT-General Overhead	ALA overhead		-
34			**Total Expenses**		-
35			**Net**		-

ACRL FY21 Budget

Project 3833-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	Section Special Events								
3	Project 3833								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4400	Donations/Honoraria	$14,100	$17,600	$16,400	$26,900	$31,675	$12,000	$12,000
8	4429	Overhd-exempt Rev./Di	$4,110	$3,366	$5,329	$4,382	$3,212	$3,125	$3,125
9	4490	Misc. Fees/Revenues	$0	$0	$0	$0	$0	0	0
10									
11	TOTAL		$18,210	$20,966	$21,729	$31,282	$34,887	$15,125	$15,125
12									
13	EXPENSES								
14	5000	Salaries & Wages	$6,640	$4,868	$9,413	$6,029	$5,481	$6,098	$4,871
15	5010	Employee Benefits	$1,896	$1,444	$2,877	$1,809	$1,688	$1,912	$1,624
16	5122	Bank Service Fees	$100	$259	$90	$265	$288	0	0
17	5150	Messenger Service	$0	$0	$0	$0	$0	$200	$200
18	5210	Transportation	$0	$0	$0	$0	$0	0	0
19	5212	Lodging & Meals	$0	$0	$0	$0	$0	0	0
20	5214	Entertainment	$0	$0	$0	$0	$0	0	0
21	5300	Facilities Rent	$0	$0	$0	$0	$0	0	0
22	5301	Conference Equipment	$0	$0	$0	$0	$0	0	0
23	5302	Meal Functions	$4,376	$0	$0	$0	$0	0	0
24	5304	Speaker/Guest Expense	$0	$0	$0	$0	$0	0	0
25	5305	Speaker/Guest Honorar	$0	$0	$0	$0	$0	0	0
26	5309	Audio/Visual Equip Ren	$0	$0	$0	$0	$0	0	0
27	5350	Program Allocation	$12,743	$16,323	$19,282	$28,141	$33,157	$14,000	$14,000
28	5523	Postage & E-Mail/O/S	$0	$0	$0	$0	$0	0	0
29	5530	Depr/Furn & Equipment	$30	$13	$41	$20	$37	0	0
30	5599	Misc. Expense	$1,470	$252	$588	$248	$199	$298	$260
31	5905	IUT-Telephone	$0	$0	$0	$0	$0	0	0
32	5909	IUT-Dist. Center	$1	$7	$15	$1	$0	0	0
33	5940	IUT-Registration Proces	$0	$0	$0	$0	$0	0	0
34	5942	IUT-Advertising	$0	$0	$0	$0	$0	0	0
35	5999	IUT-Misc.	$0	$0	$0	$0	$0	$0	$0
36									
37	TOTAL DIRECT EXPENSES		$27,256	$23,167	$32,306	$36,513	$40,849	$22,508	$20,955
38									
39	NET		($9,046)	($2,201)	($10,576)	($5,231)	($5,962)	($7,383)	($5,830)

ACRL FY21 Budget

Project 3833

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3833**		
4		**Project Name:**	**Section Special Events**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4400	Donations/Honoraria	Donations for special events budgeted at typical rates.		12,000
9	4429	Overhd-exempt Rev./Division	Participant Fees: $25 @ 125 (based on average registrations collected for special events hosted by ESS, DOLS, STS, CLS and CJCLS).		3,125
10			**Total Revenues**		**15,125**
11	5000	Salaries & Wages	Salaries calculated as percentage of total as listed in salary matrix		$4,871
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		1,624
13	5150	Messenger Service	Messenger service		200
14	5350	Program Allocation	Payments for special events (ESS Cruise, CLS, DOLS, CJCLS and STS events at MW and AC) for which registration money has been collected.		14,000
15	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		260
16	5999	IUT-Misc.	Collection Expense: $2.00 for each participant		-
17			**Total Expenses**		**$20,955**
18			**Net**		**($5,830)**

ACRL FY21 Budget

Project 3834-H

ACRL Virtual Vote Doc 2.1

	B	C	G	H	I	J	K	L	M	N
1	ALA Budget Worksheet									
2	ACRL									
3	Project: 3834 Immersion Licensing									
4			2015	2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE									
7	4200	Registration Fees	$0	0	$0	$0	$0	$0	0	0
8	4430	Royalties-Non-Exempt	$44,500	$30,000	$52,500	$0	$0	$0	$22,500	$25,000
9										
10	Total Revenues		$44,500	$30,000	$52,500	$0	$0	$0	$22,500	$25,000
11										
12	EXPENSES									
13	5000	Salaries & Wages	$3,099	$3,825	$6,553	$0	$0	$0	$694	$0
14	5010	Employee Benefits	$885	$1,262	$1,944	$0	$0	$0	$217	$0
15	5110	Professional Services	$0	0	$0	$0	$0	$0	0	0
16	5122	Bank Service Fees	$0	$0	$0	$0	$0	$0	$0	$0
17	5150	Messenger Service	$90	$200	$0	$0	$0	$0	$500	$250
18	5210	Transportation	$5,887	$0	$3,635	$848	$0	$0	$0	$0
19	5212	Lodging & Meals	$0	$0	$0	$0	$0	$0	$0	$0
20	5214	Entertainment	$0	$0	$0	$0	$0	$0	$0	$0
21	5300	Facilities Rent	$0	$0	$0	$0	$0	$0	$0	$0
22	5301	Conference Equipment Rental	$0	$0	$0	$0	$0	$0	$0	$0
23	5302	Meal Functions	$0	$0	$0	$0	$0	$0	$0	$0
24	5304	Speaker/Guest Expenses	($5,018)	$0	($712)	$0	$0	$0	$0	$0
25	5305	Speaker/Guest Honorarium	$21,540	$16,250	$24,600	$0	$0	$3,750	$8,400	$8,400
26	5308	Special Transportation	$0	$0	$0	$0	$0	$0	$0	$0
27	5402	Printing-O/S	$1,632	$1,060	$4,205	$0	$0	$0	$1,340	$1,340
28	5420	Copyright Fees	$0	$100	$0	$0	$0	$0	$200	$175
29	5500	Supplies/Operating	$2,235	$1,000	$2,279	$0	$0	$0	$2,100	$1,500
30	5530	Depr/Furn & Equipment	$14	0	$18	$0	$0	$0	0	0
31	5543	Bad Debt Expense	$0	$0	$0	$0	$0	$0	$0	$0
32	5599	Misc. Expense	$686	$474	$339	$0	$0	$0	$34	$0
33	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0	$0
34	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0	$0
35	5909	IUT-Dist. Center	$0	$0	$0	$0	$0	$0	$0	$0
36	5910	IUT-Repro.	$0	$25	$0	$0	$0	$0	$25	$25
37	5911	IUT-General Overhead	$5,652	$3,885	$6,799	$0	$0	$0	$2,981	$3,313
38										
39	Total Expenses		$36,701	$28,081	$49,659	$848	$0	$3,750	$16,491	$15,003
40										
41	Net		$7,799	$1,919	$2,841	($848)	$0	($3,750)	$6,009	$9,997

ACRL FY21 Budget

Project 3834

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3834**		
4		**Project Name:**	**Immersion Licensing**		
5			Question for MED: salaries and benefits		
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4430	Royalties-Non-Exempt	License fee for Regional Immersion Program. Location TBD. ***(Note: faculty travel expenses are over and above license fee) Three day program with three faculty***		25,000
9					**25,000**
10	5000	Salaries & Wages	Salaries calculated at % of total ACRL per time study		$0
11	5010	Employee Benefits	Benefits		-
12	5122	Bank Service Fees	Bank Charges on credit cards.		-
13	5150	Messenger Service	Messenger service, shipping materials (standards, certificates, boxes of "stuff") to regional site.		250
14	5210	Transportation	Travel out of town (not needed, regional host)		-
15	5212	Lodging & Meals	Lodging and meals -- assuming local attendees so lodging and meals (other than morning and afternoon refreshment breaks) would be on own		-
16	5214	Entertainment	Entertainment		-
17	5300	Facilities Rent	Facility rental: adequate meeting space for 50+ attendees (?) in eight rounds of 5 people each provided on a complimentary basis by host institution		
18	5301	Conference Equipment Rental	Equipment rental: data projector, screen, flipcharts, power cords provided on a complimentary basis by host institution		-
19	5302	Meal Functions	Meal functions: morning and afternoon refreshment breaks provided by regional host.		-
20	5304	Speaker/Guest Expenses	Faculty expenses: Expenses for three faculty: Transportation for 3 faculty @ $500; Lodging for 3 faculty @ $200/night x 5 nights; 3 @ $50 per diem x 5 each; ground transportation 2 @ $75. **Approx $5,550 OVER AND ABOVE LICENSE FEE, which is paid by the institution licensing the institute.**		0
21	5305	Speaker/Guest Honorarium	Honorarium for faculty @ $850 per day x 3 days = $2,550 per faculty x 3 faculty, plus $750 for lead faculty		8,400
22	5308	Special Transportation	Special transportation		-
23	5400	Editl/Proofreading-O/S	Editorial/Proofreading		-
24	5402	Printing-O/S	Notebook printing @ approx. $15 per notebook x 56 participants plus faculty and file copies. $500 misc. printing cushion.		1,340

Project 3834

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
25	5410	Mail Service-O/S	Mail Service/Outside		-
26	5413	Mail List Rental	Mailing list rental		-
27	5420	Copyright Fees	Copyright fees: Immersion notebook readings (Copyright Clearance Center)		175
28	5500	Supplies/Operating	56 binders/dividers @ $1,000; Misc supplies (swag) @ $500.		1,500
29	5522	Telephone & Fax/O/S	Telephone (for dial in access at presentation)		-
30	5523	Postage & E-Mail/O/S	Invitation to Apply, e-mail registration packet and brochure		-
31	5543	Bad Debt Expense	Bad Debt		-
32	5599	Misc. Expense	Misc. Expense; This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		-
33	5902	IUT-ITTS	IUT-Data Processing		-
34	5905	IUT-Telephone	IUT-Phone		-
35	5909	IUT-Dist. Center	IUT-Distribution		-
36	5910	IUT-Repro.	IUT-Reprographics		25
37	5911	IUT-General Overhead	License overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting		3,313
38			**Total Expenses**		**$15,003**
39			**Net**		**$9,997**

ACRL FY21 Budget

Project 3835-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	Annual Conference CE Programs								
3	Project 3835								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4400	Donations/Honoraria	$17,400	$15,200	$16,300	$15,800	$14,000	$16,000	$16,000
8	4429	Overhd-exempt Rev./Di	$0	$0	$0	$0	$0	$0	$0
9									
10	TOTAL		$17,400	$15,200	$16,300	$15,800	$14,000	$16,000	$16,000
11									
12	EXPENSES								
13	5000	Salaries & Wages	$13,280	$12,450	$16,001	$11,456	$15,604	$10,490	$13,867
14	5010	Employee Benefits	$3,791	$3,694	$4,890	$3,437	$4,807	$3,289	$4,623
15	5122	Bank Service Fees	$162	$29	$14	$29		0	0
16	5150	Messenger Service	$0	$0	$0	$0	$0	$0	$0
17	5210	Transportation	$0	$0	$0	$0	$0	0	0
18	5212	Lodging & Meals	$0	$0	$0	$0	$0	0	0
19	5214	Entertainment	$0	$0	$0	$0	$0	0	0
20	5300	Facilities Rent	$0	$0	$0	$0	$0	0	0
21	5301	Conference Equipment	$0	$0	$0	$0	$0	0	0
22	5302	Meal Functions	$14,967	$14,952	$4,984	$11,516	$9,734	$14,000	$14,000
23	5304	Speaker/Guest Expense	$0	$0	$0	$0	$0	0	0
24	5305	Speaker/Guest Honorar	$0	($452)	$0	$0		0	0
25	5308	Special Transportation	$0	$0	$0	$0	$0	0	0
26	5350	Program Allocation	$17,563	$11,373	$16,956	$8,065	$10,278	$27,700	$13,850
27	5402	Printing-O/S	$0	$0	$0	$0	$0	$2,000	$2,000
28	5530	Depr/Furn & Equipment	$61	$35	$69	$38	$106	0	0
29	5599	Misc. Expense	$2,941	$643	$1,000	$471	$566	$513	$740
30	5905	IUT-Telephone	$0	$0	$0	$0	$0	0	0
31	5909	IUT-Dist. Center	$2	$1	$6	$0	$0	0	0
32	5910	IUT-Repro.	$0	$0	$0	$0	$28	0	0
33	5942	IUT-Advertising	$0	$0	$0	$0	$0	0	0
34	5999	IUT-Misc.	$0	$0	$0	$0	$0	$0	$0
35									
36	TOTAL DIRECT EXPENSES		$52,767	$42,725	$43,920	$35,012	$41,123	$57,992	$49,080
37									
38	NET		($35,367)	($27,525)	($27,620)	($19,212)	($27,123)	($41,992)	($33,080)

ACRL FY21 Budget

Project 3835

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3835**		
4		**Project Name:**	**Annual Conference Programs**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4400	Donations/Honoraria	Donations for Annual Conference programs and poster sessions/receptions budgeted at more typical donation rate.		16,000
9	4429	Overhd-exempt Rev./Division			
10			**Total Revenues**		**16,000**
11	5000	Salaries & Wages	Salaries @ % listed in the salary matrix		$13,867
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		4,623
13	5150	Messenger Service	Messenger service		-
14	5302	Meal Functions	Catering at programs and poster sessions/receptions		14,000
15	5350	Program Allocation	ACRL Board allocation of $7,150 for program speakers, photocopying, posterboards, $200 flyer for President's program with award winners on back side, $6500 for ACRL President's Program.		13,850
16	5402	Printing-O/S	Share of this project's printing costs for Annual Conference Programs and meetings C&RL News insert		2,000
17	5599	Misc. Expense	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.		740
18	5999	IUT-Misc.			
19			**Total Expenses**		**$49,080**
20			**Net**		**(33,080)**

Project 3836-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	IMMERSION ASSESSMENT PRGM								
3	Project 3836								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4200	Registration Fees	$70,650	$72,125	$0	$0	$0	$0	$0
8	4429	Overhd-exempt Rev./Di	$9,405	$8,580	$0	$0	$0	$0	$0
9									
10	TOTAL		$80,055	$80,705	$0	$0	$0	$0	$0
11									
12	EXPENSES								
13	5000	Salaries & Wages	$8,853	$4,774	$0	$0	$0	$0	$0
14	5010	Employee Benefits	$2,528	$1,417	$0	$0	$0	$0	$0
15	5110	Professional Services	$2,000	$0	$0	$0	0	0	0
16	5122	Bank Service Fees	$662	$1,967	$0	$0	$0	$0	$0
17	5150	Messenger Service	$0	$526	$0	$0	$0	$0	$0
18	5210	Transportation	$3,604	$3,071	$0	$0	$0	$0	$0
19	5212	Lodging & Meals	$15,182	$19,577	$0	$0	$0	$0	$0
20	5214	Entertainment	$0	$0	$0	$0	$0	$0	$0
21	5300	Facilities Rent	$4,665	$3,725	$0	$0	$0	$0	$0
22	5301	Conference Equipment	$2,020	$2,143	$0	$0	$0	$0	$0
23	5302	Meal Functions	$6,853	$6,393	$0	$0	$0	$0	$0
24	5304	Speaker/Guest Expense	$2,078	$734	$0	$0	$0	$0	$0
25	5305	Speaker/Guest Honorar	$13,000	$11,100	$0	$0	$0	$0	$0
26	5308	Special Transportation	$0	$0	$0	$0	0	0	0
27	5350	Program Allocation	$0	$2,400	$0	$0	0	0	0
28	5402	Printing-O/S	$2,910	$1,328	$0	$0	$0	$0	$0
29	5420	Copyright Fees	$0	$301	$0	$0	$0	$0	$0
30	5500	Supplies/Operating	$0	$49	$0	$0	$0	$0	$0
31	5522	Telephone & Fax/O/S	$0	$0	$0	$0	0	0	0
32	5530	Depr/Furn & Equipment	$40	$13	$0	$0	0	0	0
33	5543	Bad Debt Expense	$0	$147	$0	$0	$0	$0	$0
34	5599	Misc. Expense	$1,961	$247	$0	$0	$0	$0	$0
35	5902	IUT-ITTS	$0	$0	$0	$0	$0	$0	$0
36	5905	IUT-Telephone	$0	$0	$0	$0	$0	$0	$0
37	5909	IUT-Dist. Center	$1	$0	$0	$0	$0	$0	$0
38	5910	IUT-Repro.	$0	$0	$0	$0	$0	$0	$0
39	5940	IUT-Registration Proces	$409	$332	$0	$0	$0	$0	$0
40	5942	IUT-Advertising	$0	$0	$0	$0	0	0	0
41	5911	IUT-General Overhead	$8,973	$18,680	$0	$0	$0	$0	$0
42									
43	TOTAL DIRECT EXPENSES		$75,739	$78,924	$0	$0	$0	$0	$0
44									
45	NET		$4,316	$1,781	$0	$0	$0	$0	$0

ACRL FY21 Budget

Project 3836

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3836**		
4		**Project Name:**	**Immersion Assessment Prog**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4200	Registration Fees	Registration fees: 56 participants @ $1,575= $88,200. 4 nonmembers @ $1,675 = $6,700. Total = $94.900. Budgeted @ 90% = $85,410. Based on 60 attendees. Minimum attendance: 54	88,200	-
9	4429	Overhd-exempt Rev./Division	Revenue for lodging: 60 participants @ $65 per night for four nights at Scarritt Bennett <This covers costs for participant lodging in 5212>	6,700	-
10			**Total Revenues**		-

ACRL FY21 Budget

Project 3836

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research Libraries**		
3		**Project No.:**	**3836**		
4		**Project Name:**	**Immersion Assessment Prog**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
11	5000	Salaries & Wages	Salaries calculated at % listed in salary matrix		$0
12	5010	Employee Benefits	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		-
13	5122	Bank Service Fees	Bank Charges on credit cards		-
14	5150	Messenger Service	Overnight delivery (binders produced locally, "stuff" stored at UIUC)		-
15	5210	Transportation	Travel-out-of-town: 1 staff Chicago to Nashville @ $400; vicinity travel @ $75 = $475		-
16	5212	Lodging & Meals	Scarritt-Bennett lodging @ $65 per night x 4 nights X 61 (particpants and staff). Meals @ $160 per person (4 B; 4 L; 4 D) x 61 (particpants and staff)		-
17	5214	Entertainment	Entertainment		-
18	5300	Facilities Rent	Meeting room fees @ Scarritt-Bennett, based on Laskey Great Hall		-
19	5301	Conference Equipment Rental	Audiovisual equipment: data projector, screen, microphone, flipcharts		-
20	5302	Meal Functions	Meal functions, 7 refreshment breaks (Th: M, A; Fri: M, A; Sat: M, A, Sun: M) x $14 per x 66 (participants, faculty, staff)		-
21	5304	Speaker/Guest Expenses	Faculty expenses , Transportation for 7 faculty (three Assessment, two IT, two observers) @ $400 = $2,800; lodging 5 nights @ $65 per night x 7 faculty = $2,275; meals @ $135 per person x 7 = $945; shuttles @ $30 per x 7 = $210; two days per diem @ $50 per person x 7= $700		-
22	5305	Speaker/Guest Honorarium	Faculty honoraria, 5 faculty @ $2,400 each		-
23	5402	Printing-O/S	Handout printing, notebook production		-
24	5420	Copyright Fees	Copyright fees		-
25	5500	Supplies/Operating	60 binders/dividers @ $12 each = $720; Misc. supplies @ $200		-
26	5543	Bad Debt Expense	Bad Debt		-
27	5599	Misc. Expense			-
28	5902	IUT-ITTS	IUT-Data Processing		-
29	5905	IUT-Telephone	IUT-Phone		-
30	5909	IUT-Dist. Center	IUT-Distribution		-
31	5910	IUT-Repro.	IUT-Reprographics		-
32	5940	IUT-Registration Processing	Registration processing		-
33	5911	IUT-General Overhead	IUT General overhead		-
34			**Total Expenses**		-
35			**Net**		-

ACRL FY21 Budget

Project 3838-H

ACRL Virtual Vote Doc 2.1

	B	C	H	I	J	K	L	M	N
1	ALA Budget Worksheet								
2	ACRL								
3	Project: 3838 Scholarships								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4400	Donations/Honoraria	$0	$0	$0	$0	0	0	0
8									
9	Total Revenues		$0	$0	$0	$0	$0	$0	$0
10									
11	EXPENSES								
12	5000	Salaries & Wages	$0	$0	$0	$0	$0	$0	$0
13	5010	Employee Benefits	$0	$0	$0	$0	$0	$0	$0
14	5306	Awards	$77,595	$27,315	$81,270	$28,295	$82,580	$43,000	$102,000
15	5530	Depr/Furn & Equipment	$0	$0	$0	$0	$0	0	0
16	5599	Misc. Expense	$0	$0	$0	$0	$0	$0	$0
17	5560	Organization Support/Contrib.	$0	$0	$0	$0	$0	$0	$0
18	5940	IUT-Registration Processing	$0	$0	$0	$4,075	$0	$0	$0
19	5999	IUT-Misc.	$0	$0	$0	$8,475	$0	$0	$0
20									
21	Total Expenses		$77,595	$27,315	$81,270	$40,845	$82,580	$43,000	$102,000
22									
23	Net		($77,595)	($27,315)	($81,270)	($40,845)	($82,580)	($43,000)	($102,000)

ACRL FY21 Budget

Project 3838

ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3838**		
4		**Project Name:**	**ACRL Scholarship**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8					$0
9			**Total Revenues**		**$0**
10	5306	Awards	**ACRL 2021 Conference** @ $60,000 (transfer to 3808 for reg fees). $60K budgeted from donations; $60K budgeted from ACRL's net asset balance. **ACRL Immersion Program; $10,000 RBMS Conference** @ $18,000 (funded by conference revenue profit sharefrom prior year, avg. of past 3 years 50% profit); **ALA Spectrum Scholars** ACRL support for 2 scholars: $14,000. Budgeted from ACRL's net asset balance.		102,000
11	5350	Program Allocation			
12			**Total Expenses**		**102,000**
13			**Net**		**($102,000)**

ACRL FY21 Budget

Project 3831-49 H ACRL Virtual Vote Doc 2.1

	B	C	D	E	F	G	H	I	J
1	ALA Budget Worksheet								
2	ACRL								
3	Project: Friends Restricted								
4			2015	2016	2017	2018	2019	2020	2021
5			ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
6	REVENUE								
7	4300	Grants & Awards-Exchange	$62,860	($12)	$66,070	($9,737)	$67,820	$0	$0
8	4301	Grants & Awards-Temporary	$0	($151)	$0	$0	$0	$0	$0
9	4400	Donations/Honoraria	$0	$50	$0	$0	$0	$30,640	$30,640
10	4421	Royalties-Exempt	$0	$151	$0	$0	$0	$0	$0
11									
12	Total Revenues		$62,860	$38	$66,070	($9,737)	$67,820	$30,640	$30,640
13									
14	EXPENSES								
15	5122	Bank Service Fees	$0	$38	$0	$0	$0	$0	$0
16	5306	Awards	$62,860	$0	$66,070	$0	$71,650	$0	$60,000
17	5350	Program Allocation	$0	$0	$0	$0	($8,934)	$0	$0
18	5560	Organization Support/Contrib.	$0	$0	$0	($10,000)	$5,104	$0	$0
19	5599	Misc. Expense	$0	$0	$0	$263	$0	$0	$0
20	5909	IUT-Dist. Center	$0	$0	$0	$0	$0	$0	$0
21									
22	Total Expenses		$62,860	$38	$66,070	($9,737)	$67,820	$0	$60,000
23									
24	Net		$0	$0	$0	$0	$0	$30,640	($29,360)

ACRL FY21 Budget

Project 3831-49 ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3831**		
4		**Project Name:**	**Friends of ACRL-Restricted**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4300	Grants & Awards-Exchange	Draw down from existing balance		
9	4400	Donations/Honoraria	Donations from 25% of division-level committees (12 x $735 = $8820); 50% of sections (8 x $735 = $5880); 25% of interest groups (4 x $735 = $2940); ACRL Board and former board members ($12,000); ACRL staff ($1000)		30,640
10			**Total Revenues**		**30,640**
11	5000	Salaries & Wages			-
12	5010	Employee Benefits			-
13	5122	Bank Service Fees			
14	5306	Awards			60,000
15	5350	Program Allocation			
16	5599	Misc. Expense			
17			**Total Expenses**		**$60,000**
18			**Net**		**($29,360)**

ACRL FY21 Budget

Project 3651-34 ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3651**		
4		**Project Name:**	**Oberly Unrestricted**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4600	Assets Released From Restriction			550
9	4420	Interest/Dividends	Based on 2019 actual		1,300
10			**Total Revenues**		**1,850**
11	5122	Bank Service Fees	Bank fees based on 2019 actual		250
12	5306	Awards	Award of $300		300
13	5999	IUT-Misc.			
14			**Total Expenses**		**550**
15			**Net**		**$1,300**

ACRL FY21 Budget

Project 3651-35 ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3651**		
4		**Project Name:**	**Oberly Temp Restd**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4600	Assets Released From Restriction			(550)
9	4420	Interest/Dividends			50
10			**Total Revenues**		**(500)**
11					
12	5999	IUT-Misc.			
13			**Total Expenses**		**$0**
14			**Net**		**($500)**

ACRL FY21 Budget

Project 3653-34 ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3653**		
4		**Project Name:**	**LEAB/RBMS Unrestricted**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4600	Assets Released From Restriction			-
9	4400	Donations/Honoraria	Based on 2019 actual		-
10	4420	Interest/Dividends	Based on 2019 actual		1,800
11			**Total Revenues**		**1,800**
12	5122	Bank Service Fees	Based on 2019 actual		350
13	5350	Program Allocation			-
14	5402	Printing-O/S			-
15	5404	Design Service-O/S			-
16	5523	Postage & E-Mail/O/S	Shipping of catalogs between committee members, based on 2019 actual		400
17	5999	IUT-Misc.			
18	5999	IUT-Misc.			
19			**Total Expenses**		**750**
20			**Net**		**$1,050**

ACRL FY21 Budget

Project 3653-35 ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3653**		
4		**Project Name:**	**LEAB/RBMS Temp Restd**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4600	Assets Released From Restriction			(750)
9	4420	Interest/Dividends			400
10	4423	L-T Invest. Gain/Loss-Unrealized			
11			**Total Revenues**		**(350)**
12					
13					
14					
15					
16					
17					
18			**Total Expenses**		**$0**
19			**Net**		**($350)**

ACRL FY21 Budget

Project 3655-34 ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3655**		
4		**Project Name:**	**Atkinson Unrestricted**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4420	Interest/Dividends			6,000
9			**Total Revenues**		**6,000**
10	5122	Bank Service Fees	Bank fees		1,000
11	5306	Awards	Award @$4000; plaque $400		4,400
12	5402	Printing-O/S			-
13	5523	Postage & E-Mail/O/S			-
14	5909	IUT-Dist. Center			-
15	5910	IUT-Repro.			
16					
17			**Total Expenses**		**$5,400**
18			**Net**		**$600**

ACRL FY21 Budget

Project 3657-34 ACRL Virtual Vote Doc 2.1

	B	C	D	E	F
1		**Unit No.:**	**403**		
2		**Unit Name:**	**Association of College and Research**		
3		**Project No.:**	**3657**		
4		**Project Name:**	**ACRL LTI Unrestricted**		
5					
6					**FY 2021 Budget**
7	**Line#**	**Line Item Description**	**Explanation**	**Memo Only**	**$ Amount**
8	4420	Interest/Dividends			124,357
9			**Total Revenues**		**124,357**
10	5122	Bank Service Fees	Bank fees		18,900
11	5560	Organization Support/Contrib.	Transfer to 3200 to fund strategic initiatives		105,108
12					
13			**Total Expenses**		**124,008**
14			**Net**		**349**

404 FY21 CHOICE Budget at a Glance

			7/28/2020	7/28/2020					
			FY21B	FY20F	FY19	FY18	FY17	FY16	FY15
TOTAL REVENUES			2,382,519	2,490,379	2,520,864	2,813,284	2,940,493	2,892,975	3,017,390
TOTAL EXPENSES			2,375,977	2,603,163	2,698,854	2,945,285	3,055,258	3,129,365	3,150,448
NET REVENUES			**6,541**	**(112,785)**	**(177,990)**	**(132,001)**	**(114,765)**	**(236,390)**	**(133,058)**
REVENUE									
SUBSCRIPTIONS									
3900	4110	*Choice* magazine	347,724	407,560	387,925	429,171	445,608	519,261	546,882
3901	4110	*Reviews on Cards*	74,013	82,681	92,677	100,070	116,186	141,372	148,602
		Subtotal: *Choice* Print	421,737	490,241	480,602	529,241	561,794	660,633	695,484
3913	4110	*Choice Reviews*	625,242	633,131	651,630	678,076	684,248	652,009	679,982
		Subtotal: All Choice	1,046,979	1,123,372	1,132,232	1,207,317	1,246,042	1,312,642	1,375,466
3905	4110	*Resources for College Libraries*	140,000	125,000	132,798	138,545	147,579	145,365	195,935
3918	4110	*ccAdvisor* (Choice)	37,500	37,500	41,100	32,130	0	0	0
	4110	TOTAL SUBSCRIPTIONS	**1,224,479**	**1,285,872**	**1,306,130**	**1,377,992**	**1,393,621**	**1,458,007**	**1,571,401**
ADVERTISING & SPONSORED CONTENT									
	4143	Mobile app gross (Choice)			0	8,564	17,692	0	0
3904	4610	Commissions			0	(101)	(1,235)	0	0
		Mobile app net			0	8,463	16,457	0	0
	4140	Choice magazine	200,000	223,389	266,090	352,534	439,984	437,178	441,333
3907	4611	Commissions and agency fees	(9,000)	(10,053)	(7,804)	(10,856)	(17,239)	(23,274)	(30,771)
		Choice magazine net	191,000	213,336	258,286	341,678	422,745	413,904	410,562
	4143	Choice Reviews gross	30,000	33,475	146,775	183,340	196,813	163,787	183,734
3913	4610	Commissions	(1,350)	(1,506)	(5,407)	(5,601)	(7,743)	($8,589)	(9,572)
		Choice Reviews net	28,650	31,969	141,368	177,739	189,070	155,198	174,162
	4140	Content marketing: White Papers	40,000	25,000	51,100	40,000	0	0	0
	4143	Content marketing: Podcasts	30,000	32,000		15,500			
	4143	Content marketing: eBlasts	100,000	100,000	see 3913	see 3913			
3914	4143	Content marketing: Newsletters and Other	60,000	60,365	see 3913	see 3913			
	4610	Digital commissions	(8,550)	(1,125)					
	4611	Print commissions	(1,800)	(8,656)	(2,705)	(4,028)	0	0	0
		Choice content marketing net	219,650	207,584	48,395	51,472	0	0	0
	4143	ccAdvisor gross (Choice)	6,250	5,050	12,826	12,323	0	0	0
3918	4610	Commissions	(281)	(227)	(647)	(506)	0	0	0
		ccAdvisor net	5,969	4,823	12,179	11,817	0	0	0
	4140	Print Advertising Gross	240,000	248,389	317,190	392,534	439,984	437,178	441,333
	4143	Digital Advertising Gross	226,250	230,890	159,601	219,727	214,505	163,787	183,734
		Subtotal x webinars	466,250	479,279	476,791	612,261	654,489	600,965	625,067
	4611	Sales Commission: Print	(10,800)	(18,709)	(17,011)	(19,138)	(24,598)	(29,247)	(30,771)
	4610	Sales Commission: Digital	(10,181)	(2,859)	(6,054)	(6,208)	(8,978)	(8,589)	(9,572)
		Subtotal Commissions	**(20,981)**	**(21,568)**	**(23,065)**	**(25,346)**	**(34,613)**	**(37,836)**	**(40,343)**
		Total Advertising x Webinars	**445,269**	**457,711**	**453,785**	**586,915**	**619,876**	**563,129**	**584,724**
3909	4105	**Webinars gross (Choice)**	159,375	184,195	145,325	106,675	105,600	91,300	77,750
	4611	Webinar commissions	(7,172)	(8,289)	(6,443)	(4,254)	(7,359)	(5,973)	0
		Webinars net	152,203	175,906	138,882	102,421	98,241	85,327	77,750
		TOTAL ADVERTISING & SPONSORED CONTENT	**597,472**	**633,618**	**599,110**	**693,590**	**725,476**	**654,429**	**662,474**
				90%					

ROYALTIES									
3900	4421	Choice (CCC, reprints, etc.)	11,300	11,300	1,370	931	6,189	1,318	271
3902	4421	Choice reviews	480,268	490,000	513,321	514,160	561,853	500,089	492,013
3905	4421	Resources for College Libraries	10,000	10,000	7,000	15,000	78,500	119,964	130,483
		TOTAL ROYALTIES	**501,568**	**511,300**	**521,691**	**530,091**	**646,542**	**621,371**	**622,767**
MISCELLANEOUS SALES									
3900	4109	Misc. Sales	2,000	2,589	158	1,847	5,638	7,102	6,659
3905	4109	RCL Reimbursement	0	0	0	79,713	82,090	70,962	80,000
3913	4109	EBSCO affiliate fee	12,000	12,000	12,000	12,000			
		TOTAL MISC SALES	**14,000**	**14,589**	**12,158**	**93,560**	**87,728**	**78,064**	**86,659**
MISCELLANEOUS REVENUE									
3900	4490	Remaindered books	45,000	45,000	81,775	118,051	87,126	81,104	74,089
		TOTAL MISC REVENUE	**45,000**	**45,000**	**81,775**	**118,051**	**87,126**	**81,104**	**74,089**
		TOTAL REVENUES	**2,382,519**	**2,490,379**	**2,520,864**	**2,813,284**	**2,940,493**	**2,892,975**	**3,017,390**
EXPENSES									
		Payroll and Related Expenses	1,510,108	1,586,949	1,665,237	1,618,841	1,586,901	1,380,512	1,388,005
		Outside Services	66,831	65,650	101,658	187,180	322,293	438,545	411,743
		Travel and Related Expenses	20,150	36,150	41,543	38,949	48,575	52,412	48,851
		Meetings and Conferences	14,850	12,600	11,771	13,658	12,495	11,752	11,463
		Publication-related Expenses	266,385	348,782	260,373	303,821	308,158	487,107	503,325
		Operating Expenses	216,910	248,967	308,930	421,091	394,287	410,142	388,720
		TOTAL DIRECT EXPENSES	**2,095,235**	**2,299,099**	**2,389,512**	**2,583,540**	**2,672,709**	**2,780,470**	**2,752,107**
		TOTAL INDIRECT EXPENSES	(38,881)	(55,135)	(63,083)	(59,354)	(55,257)	(89,222)	(73,153)
		IUT/Overhead	315,684	329,975	334,014	371,353	388,206	374,640	383,209
		IUT/Allocations (Liberty Square)	3,940	29,225	38,411	49,746	55,905	63,477	81,980
		UBIT	0	0	0	0	(6,305)	0	6,305
		TOTAL OVERHEAD	**319,624**	**359,200**	**372,425**	**421,099**	**437,806**	**438,117**	**471,494**
		TOTAL EXPENSES	**2,375,977**	**2,603,163**	**2,698,854**	**2,945,285**	**3,055,258**	**3,129,365**	**3,150,448**

FY21B

DESCRIPTION	#	0000	3900	3901	3902	3904	3905	3907	3908	3909	3910	3913	3914	3915	3917	3918	TOTAL
Sales/Pamphets	4101																0
Sales Audiovisual	4102																0
Sales/On-line	4103																0
Sales/Rental-Mail Lists	4104																0
Sales/Webinars, Webcasts. Web CE	4105									159,375							159,375
Sales/ALA Store	4108																0
Sales/Miscellaneous	4109		2,000				0					12,000					14,000
Subtotal-Other Sales		0	2,000	0	0	0	0	0	0	159,375	0	12,000	0	0	0	0	173,375
Subscriptions	4110		347,724	74,013			140,000					625,242				37,500	1,224,479
Subtotal-Subscriptions		0	347,724	74,013	0	0	140,000	0	0	0	0	625,242	0	0	0	37,500	1,224,479
Advertising/Gross	4140							200,000					40,000				240,000
Advertising/Classified	4142																0
Advertising/Online	4143					0						30,000	190,000			6,250	226,250
Comm/Online Advertising	4610					0						(1,350)	(8,550)			(281)	(10,181)
Comm/Sales Rep	4611							(9,000)		(7,172)			(1,800)				(17,972)
Comm/Adv. Agency	4612																0
Subtotal-Advertising		0	0	0	0	0	0	191,000	0	(7,172)	0	28,650	219,650	0	0	5,969	438,097
Registration Fees	4200																0
Exhibit Space Rentals	4210																0
Meal Functions	4220																0
Subtotal-Meetings & Conf.			0	0	0		0	0	0		0	0			0	0	0
Grants & Awards-Exchange	4300																0
Grants & Awards-Temporary Restricted	4301																0
Subtotal-Grants & Awards			0	0	0		0	0	0		0	0			0	0	0
Donations/Honoraria	4400																0
Interest/Dividends	4420																0
Royalties-Exempt	4421		11,300		480,268		10,000										501,568
L-T Invest. Gain/Loss-Realized	4422																0
L-T Invest. Gain/Loss-Unrealized	4423																0
Overhd-exempt Rev./Division	4429																0
Royalties-Non-Exempt	4430																0
Misc. Fees/Revenues	4490		45,000														45,000
Subtotal-Misc.		0	56,300	0	480,268	0	10,000	0	0	0	0	0	0	0	0	0	546,568
TOTAL REVENUES		0	406,024	74,013	480,268	0	150,000	191,000	0	152,203	0	665,892	219,650	0	0	43,469	2,382,519

DESCRIPTION	#	0000	3900	3901	3902	3904	3905	3907	3908	3909	3910	3913	3914	3915	3917	3918	TOTAL
		90%					6%	4%	0%								
Salaries & Wages	5000	1,012,354	0	0	0	0	64,831	45,759	0	0	0	0	0	TRUE	0	0	1,122,944
Temp Employees-In-House	5001	7,000	0			0	0	0	0	0			0	0			7,000
Overtime/Wages	5002	0	0	0				5,000	0	0		0	0	0		0	5,000
Attrition Factor	5005																0
Accrued Vacation	5009																0
Employee Benefits	5010	338,217	0	0	0	0	21,659	15,288	0	0	0	0	0	0	0	0	375,164
Tuition Reimbursement	5015																0
Prof Memberships	5016	0	0														0
Payroll & Related Exp.		1,357,571	0	0	0	0	86,490	66,047	0	0	0	0	0	0	0	0	1,510,108
Temp Employee/Outside	5100	0	0				0					0					0
Professional Services	5110	41,800	7,200	0			(50,000)	0		0	0	0	10,000	0		2,625	11,625
Legal Fees	5120																0
Audit/Tax Fees	5121																0
Bank Service Fees	5122	15,000						0									15,000
Repairs/Maintenance	5140	12,276	0					0							27,930		40,206
Messenger Service	5150																0
Duplication/Outside	5151																0
Outside Services		69,076	7,200	0	0	0	(50,000)	0	0	0	0	0	10,000	0	27,930	2,625	66,831
Transportation	5210	3,150	0				0	630	270		900	0	900	0		0	5,850
Lodging & Meals	5212	7,200	0				0	1,540	660		2,200	0	2,200	0		0	13,800
Entertainment	5214	0												0			0
Business Meetings	5216	0	0				0	350	150				0	0		0	500
Travel and Related Expenses		10,350	0	0	0	0	0	2,520	1,080	0	3,100	0	3,100	0	0	0	20,150
Facilities Rent	5300										0						0
Conference Equipment Rental	5301										7,000					0	7,000
Meal Functions	5302										350					0	350
Exhibits	5303										7,500					0	7,500
Speaker/Guest Expenses	5304																0
Speaker/Guest Honorarium	5305						0										0
Awards	5306																0
Security Services	5307																0
Special Transportation	5308																0
Audio/Visual Equip Rental & Labor	5309																0
Computer Rental/Internet Connection	5310																0
Program Allocation	5350																0
Meetings & Conferences		0	0	0	0	0	0	0	0	0	14,850	0	0	0	0	0	14,850

DESCRIPTION	#	0000	3900	3901	3902	3904	3905	3907	3908	3909	3910	3913	3914	3915	3917	3918	TOTAL
Editl/Proofreading-O/S	5400		5,000	0	0							0		0		1,250	6,250
Typesetting/Comptn-O/S	5401		2,900														2,900
Printing-O/S	5402		78,000	26,500				0	0		1,200		600			125	106,425
Binding-O/S	5403																0
Design Service-O/S	5404		0					0	0	0	2,000		0			150	2,150
Review Service	5406																0
Mail Service-O/S	5410		18,600	7,200							500					0	26,300
Advertising/Space	5411										17,000					400	17,400
Advertising/Direct	5412										500					0	500
Mail List Rental	5413										3,500					250	3,750
Supplies/Production	5414		3,000	5,900													8,900
Pre-Press/Photo Services	5415		0														0
Adv Production Cost	5416																0
Copyright Fees	5420		400														400
Web Operating Expenses	5430	0	4,860	0		0	0				1,115	36,000		0		8,135	50,110
Webminars/Webcasts/Web CE Exp	5431									6,000							6,000
Purchased Inventory	5432																0
Order Processing/Fulfillment	5433		35,000													300	35,300
Cost of Sales	5480																0
Inventory Adjustment	5490																0
Inventory Reserve Adjustment	5499																0
Publication Related Expenses		0	147,760	39,600	0	0	0	0	0	6,000	25,815	36,000	600	0	0	10,610	266,385
Staff Recruitment/Relocation	5030	0	0				0										0
Staff Development	5031	0	0				0	0	0		0	0					0
Supplies/Operating	5500	10,000						0	0	0			0				10,000
Equipment/Software-Minor	5501	8,760									5,000						13,760
Ref Matls/Periodicals	5502		17,600				0										17,600
Insurance	5510																0
Equipment Rental/Lease	5520	3,718					0										3,718
Space Rent	5521														18,000		18,000
Telephone & Fax/O/S	5522	3,268	600					294	126		0				0	0	4,288
Postage & E-Mail/O/S	5523	47,980	0				0	0	0	0	0				0		47,980
Utilities	5525														17,364		17,364
Depr/Furn & Equipment	5530	3,833	9,139									31,788				0	44,760
Depr/Building	5531																0
Amortization/Equip Lease	5532															57,230	57,230
Royalty Expense	5540									0							0
Bad Debt Expense	5543							0									0
Interest Expense	5544																0
Taxes/Property	5545	0	0														0
Promotion	5550										2,450					125	2,575
Organization Support/Contrib.	5560	7,500												0			7,500
Misc. Expense	5599	750	0				0								0	(28,615)	(27,865)
Operating Expenses		85,809	27,339	0	0	0	0	294	126	0	7,450	31,788	0	0	35,364	28,740	216,910

DESCRIPTION	#	0000	3900	3901	3902	3904	3905	3907	3908	3909	3910	3913	3914	3915	3917	3918	TOTAL
IUT-Marketing	5900																0
IUT-Prod. Serv./Adm. Fee	5901																0
IUT-ITTS	5902										0						0
IUT-Subscription Processing	5903		0														0
Transfer to/from Endowment	5904	(42,840)					0										(42,840)
IUT-Telephone	5905																0
IUT-Order Billing	5906							0	0								0
IUT-Maint.	5908																0
IUT-Dist. Center	5909																0
IUT-Repro.	5910																0
IUT-Copy Editing/Proofreading	5912																0
IUT-Composition/Alteration	5913																0
IUT-Registration Processing	5940																0
IUT-CHOICE	5941	9,586															9,586
IUT-Advertising	5942					0			(1,206)	(4,421)	0						(5,627)
IUT-Misc.	5999	0															0
Total IUTs		(33,254)	0	0	0	0	0	0	(1,206)	(4,421)	0	0	0	0	0	0	(38,881)
Total Direct Expenses		1,489,552	182,299	39,600	0	0	36,490	68,861	0	1,579	51,215	67,788	13,700	0	63,294	41,975	2,056,354
Contribution Margin		(1,489,552)	223,725	34,413	480,268	0	113,510	122,139	0	150,624	(51,215)	598,104	205,950	(0)	(63,294)	1,494	326,165
IUT-General Overhead	5911		53,798	9,807	63,636	0	19,875	25,308		20,167		88,231	29,104			5,760	315,684
Total Expenses Excl. Alloc		1,489,552	236,097	49,407	63,636	0	56,365	94,169	0	21,746	51,215	156,019	42,804	0	63,294	47,735	2,372,037
IUT-Allocations	5998														3,940		3,940
Total Exp. Incl. OH & Alloc.		1,489,552	236,097	49,407	63,636	0	56,365	94,169	0	21,746	51,215	156,019	42,804	0	67,234	47,735	2,375,977
Net Rev/(Exp) Before Taxes		(1,489,552)	169,927	24,606	416,632	0	93,635	96,832	0	130,457	(51,215)	509,873	176,846	(0)	(67,234)	(4,266)	6,541
Taxes/Income	5600	0	0			0	0	0		0		0				0	0
TOTAL EXPENSES INCLUDING TAXES		1,489,552	236,097	49,407	63,636	0	56,365	94,169	0	21,746	51,215	156,019	42,804	0	67,234	47,735	2,375,977
Net Rev/(Exp) After Taxes		(1,489,552)	169,927	24,606	416,632	0	93,635	96,832	0	130,457	(51,215)	509,873	176,846	(0)	(67,234)	(4,266)	6,541
Net Assets at End of Yr																	2,654,600

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

LINE # LINE ITEM DESCRIPTION

EXPENSES

LINE # LINE ITEM DESCRIPTION — $1,163,559

			All Choice	% this Project	0000	FY21B
	5000	Salaries & Wages	$ 1,122,944	0.00%	$ 1,012,354	1,012,354

				FY21B	
			Interns	$7,000	
64	5001	Temp Employees In-House		$7,000	7,000

65	5002	Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk	$0	

				Rate	Benefits	
			Staff	31.50%	$318,892	
			Temps	15.00%	$1,050	
	5010	Employee Benefits			$319,942	338,217

70	5016	Prof Memberships	Professional association memberships	$0	0

Subtotal - Payroll & Related Expense **$1,357,571**

			Position	Hours	Avg Rate	FY21B	
						$0	
						$0	
74	5100	Temp Employee/Outside	Totals			$0	0

			Description	FY21B	
			Network & disaster recovery support svcs/Synergy	$30,800	
			Esposito	$11,000	
75	5110	Professional Services		$41,800	41,800

						FY19	FY21B	
78	5122	Bank Service Fees	Bank service fees on CHOICE accounts--ALL PROJECTS go here	2.85%	$	12,597	$15,000	15,000

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

LINE # LINE ITEM DESCRIPTION

			Description			FY21B	
			Repairs/Maint - Server warranty/maint		$	1,360.00	
			Repairs/Maint - Router, firewall warranty.maint		$	1,016.00	
			Repairs/Maint - Web appliance		$	2,070.00	
			Repairs/Maint - SSL licensing		$	200.00	
			Repairs/Maint - Virtual management software, apps		$	1,130.00	
			Repairs/Maint - Copier, printers svc		$	3,900.00	
			Repairs/Maint - Software assurance		$	2,600.00	
79	5140	Repairs/Maintenance	$0	$0	$	12,276	12,276

Subtotal - Outside Services **69,076**

			Conference		Events	Staff	Cost	FY21B	
			SPOS		0	0	$450	$0	
			Charleston		0	0	$450	$0	
			ALA Midwinter		1	1	$450	$450	
			ALA Annual		1	3	$450	$1,350	
			ACRL Biannual Conference		1	2	$450	$900	
			Other		0	0	$450	$0	
			Publisher trips to ALA, productOps, etc.		0	0	$450	$0	
			ACRL Ex Dir trips to CHOICE		1	1	$450	$450	
85	5210	Transportation			4	7		$3,150	3,150

			Conference		Events	Staff	Cost	FY21B	
			SPOS		0	0	$1,100	$0	
			Charleston		0	0	$1,100	$0	
			ALA Midwinter		1	1	$1,100	$1,100	
			ALA Annual		1	3	$1,100	$3,300	
			ACRL Biannual Conference		1	2	$1,100	$2,200	
			Other	Mark	0	0	$1,100	$0	
			Publisher trips to ALA, productOps, etc.		0	0	$1,100	$0	
			ACRL Ex Dir trips to CHOICE		1	1	$600	$600	
								$0	
86	5212	Lodging & Meals			4	7		$7,200	7,200

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

	LINE #	LINE ITEM DESCRIPTION		FY21B	
				$0	
	5214	Entertainment		$0	0

				FY21B	
			Includes conference registrations (except 3918)	$0	
88	5216	Business Meetings		$0	0

Subtotal - Travel and Related Expenses $ 10,350

				FY21B	
	5430	Web Operating Expenses		$ -	0

Subtotal - Publication-Related Expenses $ -

			Item	#	Est. Cost	FY21B	
			Recruiting expense/local searches	0	$1,000	$0	
			Recruiting expense/national searches	0	$7,500	$0	
131	5030	Staff Recruitment/Relocation	**Total**			$0	0

132	5031	Staff Development		$0	0

				FY21B	
133	5500	Supplies/Operating	General office supplies, e.g. paper, file folders	$10,000	10,000

				Seats	Months	Rate	FY21B	
			X-Tags			$	3,000	
			Freshdesk			$	1,920	
			FreshSales (CRM)			2 seats $	600	
			Zapier (CRM)			$	240	
			Small office equipment & software			$	3,000	
134	5501	Equipment/Software-Minor				$	8,760	8,760

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

LINE # LINE ITEM DESCRIPTION

			Item	#	Periods	Monthly cost	FY21B	
			Adobe Creative Cloud				$1,268	
			GoToMyPC annual fee				$450	
			Microsoft desk access				$800	
			Water cooler rental	1	12	$45	$540	
			Coffee machine rental	1	12	$40	$240	
			Postage: Endicia software	1	12	$35	$420	
137	5520	Equipment Rental/Lease				$120	$3,718	3,718

			Item	FY21B	
			Frontier (analog line)	$2,800	
			Conference call services (GoToMeeting)	$468	
139	5522	Telephone & Fax/O/S	Total	$3,268	3,268

			Item			FY21B	
			Comcast primary		$	19,500	
			Comcast secondary		$	1,980	
			Voice line	None: using fibre line instead	$	-	
			FedEx		$	1,500	
			Postage (Endicia), mailing books, etc.		$	25,000	
140	5523	Postage & E-Mail/O/S	Total			$47,980	47,980

			FY18 new purchases Items	Total	Years	FY21B	
				CEA Item - IT/Network infrastructure		$2,667	
				CEA Item - IT/Workstations, desktop technology		$1,167	
			Prior Years office equip (from Finance)				
142	5530	Depr/Furn & Equipment			TOTAL	$3,833	3,833

				FY21B	
			CHOICE property tax (postage meter/computer leases)	$0	
148	5545	Taxes/Property		$0	0

				FY21B	
			ACRL National Conference sponsorship (odd # years)	$7,500	
150	5560	Organization Support/Contrib.		$7,500	7,500

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

	LINE #	LINE ITEM DESCRIPTION					
						FY21B	
151	5599	Misc. Expense	Miscellaneous office expenses			$750	750
					Subtotal - Operating Expenses $	85,809	
			Description			FY21B	
	5904	Transfer to/from Endowment	LTI interest transfer to Magazine project			($42,840)	(42,840)
			ACRL charge for administrative services			FY21B	
				estimate MED 12/17/19	ACRL to Choice	$9,586	
					Choice to ACRL		
168	5941	IUT-CHOICE				$9,586	9,586
						FY21B	
	5999	IUT-Misc.				$0	0
					Subtotal - Inter-Unit Transfers	($33,254)	
			FY15 UBIT set-aside			FY21B	
188	5600	Taxes/Income			$0	$0	0
					Subtotal - Overhead and Taxes	0	
					TOTAL PROJECT EXPENSES (G&A)	$1,489,552	
					NET PROJECT REVENUE	($1,489,552)	
					G&A as % of Revenue	62.52%	
					G&A as % of Expenses	62.69%	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3900
Project Name:	Choice Magazine

	LINE #	LINE ITEM DESCRIPTION								FY21B
	REVENUES									
									FY21B	
19	4104	Sales/Rental-Mail Lists	Income from rental of CHOICE mailing list					$0	$0	**$0**
									FY21B	
			Single-copy and Choice Select sales	*End Select program*						
			OAT seals: print and digital						$2,000	
22	4109	Sales/Miscellaneous							$2,000	**2,000**
26	4110	Subscriptions			86%	96%	90%	100%	90%	
				FY16	FY17	FY18	FY19	FY20B	**FY21B**	
				519,261	445,608	429,171	387,925	$ 386,360	$ 347,724	**347,724**
			Description						**FY21B**	
			Ebook Central license to OAT matching titles (50% of ProQuest royalty; remaining 50% in 3905)						$10,000	
			Copyright Clearance Ctr & reprint fees						$1,300	
52	4421	Royalties-Exempt						$0	$11,300	**11,300**
									FY21B	
			Income from sale of reject books/misc. revenues						$45,000	
57	4490	Misc. Fees/Revenues	Total						$45,000	**45,000**

TOTAL PROJECT REVENUES **$406,024**

										FY21B
EXPENSES										
							All Choice	**% this Project**	**$3,900**	
	5000	Salaries & Wages					$ 1,122,944	0.00%	$ -	**$0**
									FY21B	
64	5001	Temp Employees-In-House							$0	**0**
									FY21B	
65	5002	Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk						$0	**0**
								Rate	**FY21B**	
							Staff	31.50%	$0	
							Temps	15.00%	$0	
	5010	Employee Benefits							$0	**-**
							FY14	FY15B	**FY21B**	
70	5016	Prof Memberships					$ -	$2,750	$0	**0**

Subtotal - Payroll & Related Expense **$0**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3900
Project Name:	Choice Magazine

	LINE #	LINE ITEM DESCRIPTION				FY21B
					FY21B	
				Other		
74	5100	Temp Employee/Outside			$0	0

			Description		FY21B	
			Professional Services (Blog: 1 contributing editor = $2,400/year; 8 contributing writers = $4,800/year	$7,200.00		
					$0	
75	5110	Professional Services			$7,200	7,200

			Description			FY21B	
			Choice Connect annual support/hosting	AWS--recorded at 3913 and 3918			
					$	-	
					$	-	
	5140	Repairs/Maintenance			$	-	0

Subtotal - Outside Services **7,200**

		Billing	Conference	Events	Staff	Cost	FY21B	
		Feb	ALA Midwinter	1	0	$450	$0	
		Nov	Charleston	1	0	$450	$0	
		July	ALA Annual	1	0	$450	$0	
		March	Other	0	0	$250	$0	
				0	0	$450	$0	
			ACRL Biannual Conference	0	0	$450	$0	
85	5210	Transportation				$2,500	$0	0

		Billing	Conference	Events	Staff	Cost	FY21B	
		Feb	ALA Midwinter	1	0	$1,100	$0	
		Nov	Charleston	1	0	$1,100	$0	
		July	ALA Annual	1	0	$1,100	$0	
		March	Other	0	0	$250	$0	
			ACRL Biannual Conference	0	0	$1,100	$0	
				0	0	$1,100	$0	
86	5212	Lodging & Meals					$0	0

			Event/Location	Events	Avg. Cost	FY21B	
			Meetings with business partners & prospects	0	$250	$0	
88	5216	Business Meetings				$0	0

Subtotal - Travel and Related Expenses **0**

			Description		FY21B	
			Copyediting Allocation		$5,000	
107	5400	Editl/Proofreading-O/S	Total editorial & proofreading		$5,000	5,000

			Description		FY21B	
108	5401	Typesetting/Comptn-O/S	Walsworth		$2,900	2,900

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3900
Project Name:	Choice Magazine

	LINE #	LINE ITEM DESCRIPTION	-					FY21B
			Description				FY21B	
109	5402	Printing-O/S	Walsworth				$78,000	78,000
111	5404	Design Service-O/S				$0	$0	0
			Type of Service				FY21B	
113	5410	Mail Service-O/S	Mailing and postage for magazine (12 issues):postal service and Walsworth			$	15,000	
			Fulfillment mailing services (ESP/USPS)			$	3,600	
			Total Mailing Expense			$	18,600	18,600
							FY21B	
117	5414	Supplies/Production	Layout and printing supplies (stripping)				$3,000	3,000
					FY14	FY15B	FY21B	
118	5415	Pre-Press/Photo Services	Pre-press graphics services (primarily covers)	$	-	$0	$0	0
							FY21B	
120	5420	Copyright Fees	Copyright Office registration fees				$400	400
							FY21B	
				Pubs	Unit	Months	Total	
			ESP *All Choice pubs go here*	3	$135	12	$4,860	
			CCA in 3918					
	5430	Web Operating Expenses				Total	$4,860	$4,860
			Vendor/Description				FY21B	
124	5433	Order Processing/Fulfillment	ESP/fulfillment expenses: **includes Choice, Cards, and Choice Reviews**			$	35,000	35,000
						Subtotal - Publication Related Expenses	**147,760**	
			Item		#	Est. Cost	FY21B	
			Recruiting expense/local searches		$0	$1,000	$0	
			Recruiting expense/national searches		$0	$7,500	$0	
131	5030	Staff Recruitment/Relocation	**Total**				$0	0
132	5031	Staff Development					$0	0
						$	-	
	5501	Equipment/Software-Minor					$0	0

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3900
Project Name:	Choice Magazine

	LINE #	LINE ITEM DESCRIPTION	-			FY21B
			Item		FY21B	
			OCLC access charges (ALA Library IUT)			
			OCLC publishing services/bib data agreement	$	15,600	
			EBSCO subscription at ALA			
			Other reference materials	$	2,000	
135	5502	Ref Matls/Periodicals		$	17,600	17,600

			Item		FY21B	
			ESP phone charges **(all Choice pub go here)**		$600	
139	5522	Telephone & Fax/O/S	Total		$600	600

			Item		FY21B	
			Choice mailroom: moved to 0000		$0	
140	5523	Postage & E-Mail/O/S	Total		$0	0

					FY21B	
				Accrued Prior Year depreciation	$8,812	
142	5530	Depr/Furn & Equipment		Total	$8,812	9,139
145	5540	Royalty Expense	Fee(s) for outside contributors to the magazine		$0	0

					FY21B	
			CHOICE property tax (postage meter/computer leases)		$0	
148	5545	Taxes/Property			$0	0

					FY21B	
151	5599	Misc. Expense	Miscellaneous office expenses		$0	0

Subtotal - Operating Expenses **27,339**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3900
Project Name:	Choice Magazine

	LINE #	LINE ITEM DESCRIPTION	-			FY21B
					FY21B	
158	5903	IUT-Subscription Processing			$ -	0
				Subtotal - Inter-Unit Transfers	$0	
		FY2019 ALA overhead charges		Rate	FY17 Revenue	FY21B
		4104 Rental Mail lists		13.25%	$0	$0
		4109 Sales/Misc		13.25%	$2,000	$265
		4110 Subscriptions		13.25%	$347,724	$46,073
		4421 Royalties		13.25%	$11,300	$1,497
		4490 Misc. Revenue		13.25%	$45,000	$5,963
178	5911	IUT-General Overhead			$406,024	$53,798	53,798
		FY15 UBIT set-aside		FY14	FY15B	FY21B
188	5600	Taxes/Income		$0	$0	$0	0
				Subtotal - Overhead and Taxes	53,798	
				TOTAL PROJECT EXPENSES	$236,097	
				NET PROJECT REVENUE	$169,927	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3901
Project Name:	Choice Reviews on Cards

REVENUES

	LINE #	LINE ITEM DESCRIPTION	FY16	82% FY17	86% FY18	93% FY19	98% FY20B	95% FY21B	FY21B
			$ 141,372	$ 116,186	$ 100,070	$92,677	$90,603	$ 74,013	
26	4110	Subscriptions							$74,013

TOTAL PROJECT REVENUES **$74,013**

EXPENSES

	LINE #	LINE ITEM DESCRIPTION	All Choice	% this Project	$3,901	FY21B
63	5000	Salaries & Wages	$ 1,122,944.00	0.000%	$0	$0

			FY21B	
65	5002	Overtime/Wages	$0	0

			FY21B	
68	5010	Employee Benefits	$0	$0

Subtotal - Payroll & Related Expense **0**

			FY21B	
5110	Professional Services		$0	0

Subtotal - Outside Services **0**

		Description	FY21B	
		Copyediting Allocation	$0	
5400	Editl/Proofreading-O/S	Total editorial & proofreading	$0	0

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3901
Project Name:	Choice Reviews on Cards

	LINE #	LINE ITEM DESCRIPTION				FY21B
109	5402	Printing-O/S	FY2009-FY2012 printer = Sheridan FY2013 printer = Gasch		FY21B $26,500	$26,500
113	5410	Mail Service-O/S	Mailing and postage for ROC's (12 issues)		FY21B $7,200	$7,200
117	5414	Supplies/Production	Shipping materials		FY21B $5,900	5,900
	5430	Web Operating Expenses	**Recorded at 3900**	Total	FY21B Total $0 $0	$0

Subtotal - Publication Related Expenses **$39,600**

			Line Item	Revenue $	Rate	O/H Charge	
178	5911	IUT-General Overhead	Subscriptions	$74,013	13.25%	$9,807	$9,807

Subtotal- Overhead and Taxes **$9,807**

TOTAL PROJECT EXPENSES **$49,407**
NET PROJECT REVENUE **$24,606**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3902
Project Name:	Choice Reviews Licensing

LINE # LINE ITEM DESCRIPTION

REVENUES

FY21B

Revenues received from license agreements with publishing partners; details below

	FY19	FY21B
B&T: Content Café and Title Source	$ 38,522	$ 40,000
EBSCO: new product		$ -
EBSCO: OAT	$ 7,500	$ 7,500
EBSCO: GOBI	$ 105,000	$ 105,000
Emery Pratt	$ 1,000	$ 1,000
Gale/Cengage	$ 29,500	$ 30,000
Ingram: iPage	$ 12,750	$ 12,750
Midwest	$ 2,500	$ 2,500
OCLC: OAT	$ 4,100	$ 4,000
OCLC: SCS	$ 25,000	$ 15,000
ProQuest: Oasis	$ 25,000	$ 25,000
ProQuest: Summon	$ 52,000	$ 45,000
ProQuest: Ebook Central	$ 9,000	$ 10,000
ProQuest: BIP, Syndetics	$ 210,474	$ 182,518
Total	$ 522,346	$ 480,268

52	4421	Royalties-Exempt			$480,268

TOTAL PROJECT REVENUES **$480,268**

EXPENSES

LINE # LINE ITEM DESCRIPTION

			All Choice	% this Project	$3,902	
63	5000	Salaries & Wages	$ 1,122,944	0.000%	$0	$0

				FY21B	
68	5010	Employee Benefits	33% of staff salary #5000 and 15% of #5001 and #5002	31.50%	$0	$0

Subtotal - Payroll & Related Expense **$0**

			FY21B	
75	5110	Professional Services		

Subtotal - Outside Services

		Description	FY21B	
		Copyediting Allocation	$0	
5400	Editl/Proofreading-O/S	Total editorial & proofreading	$0	0

Subtotal - Publication Related Expenses **0**

				Line Item	Revenue $	Rate	O/H Charge	
5911	IUT-General Overhead		$4,421	Royalties	$480,268	13.25%	$63,636	$63,636

Subtotal - Overhead and Taxes **$63,636**

TOTAL PROJECT EXPENSES $ 63,636
NET PROJECT REVENUE $ 416,632

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3905
Project Name:	Resources for College Libraries

LINE # LINE ITEM DESCRIPTION

REVENUES

	LINE #	LINE ITEM DESCRIPTION							FY21B	FY21B
22	4109	Sales/Miscellaneous	Bowker expense reimbursements (per agreement)						$0	$0
				Units	Price	Gross	Split		FY21B	
			ProQuest					$	140,000	
			Choice (@50%)	0 $	850 $	-	50%	$	-	
26	4110	Subscriptions					Total	$	140,000	140,000
									FY21B	
			Ebook Central license to RCL matches (50% of ProQuest royalty; remaining 50% in 3900)						$10,000	
52	4421	Royalties-Exempt	Licensing Revenues					Total	$10,000	10,000

TOTAL PROJECT REVENUES **$150,000**

LINE #

EXPENSES

	LINE #	LINE ITEM DESCRIPTION						FY16
					All Choice	% this Project	3905	
63	5000	Salaries & Wages			$ 1,122,944.00	0.000%	$64,831	$64,831
							FY21B	
64	5001	Temp Employees-In-House					$0	0
							FY21B	
						15.00%	$0	
						31.50%	$20,422	
68	5010	Employee Benefits					$ 21,481	21,659
70	5016		Staff memberships in professional associations				$0	0
						Subtotal - Payroll & Related Expense	**$ 86,490**	
				Hours	Avg Rate		FY21B	
74	5100	Temp Employee/Outside	Publishing Assistant	0	$21.00		$0	0
							FY21B	
			Subject Editor honoraria	76	$500		38,000	
			Editorial remimbusement				(88,000)	
	5110	Professional Services					(50,000)	(50,000)
						Subtotal - Outside Services	**$ (50,000)**	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3905
Project Name:	Resources for College Libraries

LINE # LINE ITEM DESCRIPTION

			Conference/Meeting		#	Staff	Cost	FY21B	
			ALA Midwinter	February	1	0	$450	$0	
			ACRL National Conference	April	0	0	$450	$0	
			ALA Annual	July	1	0	$450	$0	
85	5210	Transportation						$0	0

			Conference/Meeting		Staff	Cost	FY21B	
			ALA Midwinter	February	0	$1,100	$0	
			ACRL National Conference	April	0	$1,100	$0	
			ALA Annual	July	0	$1,100	$0	
86	5212	Lodging & Meals					$0	0

			Event/Location	# Events	Avg. Cost	FY21B	
			Meetings with vendors & business partners	0	$125	$0	
88	5216	Business Meetings				$0	0

Subtotal - Travel & Related Expenses $ -

				FY21B	
97	5305	Speaker/Guest Honorarium		$0	0

Subtotal - Meetings & Conferences 0

			Description	FY14	FY15B	FY21B	
			Iron Mountain/verification of updated RCL software deposit	$0	$9,500	$0	
121	5430	Web Operating Expenses		$0	$9,500	$0	0

Subtotal - Publication Related Expenses $ -

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3905
Project Name:	Resources for College Libraries

	LINE #	LINE ITEM DESCRIPTION		FY14	FY15B	FY21B	
131	5030	Staff Recruitment/Relocation		$0	$0	$0	0
132	5031	Staff Development				$0	0
			Print and electronic reference materials	FY14	FY15B	FY21B	
135	5502	Ref Matls/Periodicals		$0	$0	$0	0
				FY14	FY15B	FY21B	
137	5520	Equipment Rental/Lease	Leased equipment monthly rental fees	$0	$0	$0	0
				FY14	FY15B	FY21B	
140	5523	Postage & E-Mail/O/S		$211	$125	$0	0
				FY14	FY15B	FY21B	
151	5599	Misc. Expense	Miscellaneous office expense	$0	$50	$0	0

Subtotal - Operating Expenses $ -

				Description	FY14	FY15B	FY21B	
159	5904	Transfer to/from Endowment		LTI interest transfer to RCL project	$0	$0	$0	0

Subtotal - IUT's $ -

			FY15 ALA overhead charges	Line	Description	Rate	2015 Revenue	FY21B	
				4109	Sales/Miscellaneous	13.25%	$0	$0	
				4110	Subscriptions	13.25%	$140,000	$18,550	
				4421	Royalties	13.25%	$10,000	$1,325	
178	5911	IUT-General Overhead			Totals		$150,000	$19,875	19,875

				FY13	FY14B	FY21B	
188	5600	Taxes/Income		$0	$0	$0	0

Subtotal- Overhead and Taxes 19,875

TOTAL PROJECT EXPENSES $ 56,365

NET PROJECT REVENUE $ 93,635

Unit No.:	404	
Unit Name:	CHOICE	
Project No.:	3907	
Project Name:	Choice Advertising	*For webinars, see project 3909; for mobile app, see project 3904*

LINE # LINE ITEM DESCRIPTION

REVENUES

									FY21B
30	4140	Advertising/Gross						66.67%	
			Revenue History	FY18	FY19	FY20B		**FY21B**	
			Magazine Ad Sales Revenues (gross)	$352,534	$266,090	$300,000	$	200,000	
			Total Gross				$	200,000	
			Print Sales Commission Rate					4.50%	
			Print Sales Commissions					(9,000.00)	
			Net Ad Revenues					**191,000.00**	
									$200,000

						FY21B	
			4.50%	Choice Magazine Ad Sales Revenues (gross)		(9,000.00)	
		Print				0.00	
34	4611	Comm/Sales Rep		Total		(9,000.00)	**(9,000)**

TOTAL PROJECT REVENUES **$191,000**

LINE # LINE ITEM DESCRIPTION

EXPENSES

					All Choice	**% this Project**	**FY21B**	
63	5000	Salaries & Wages		Project 3907 share	$1,122,944	0.000%	$45,759	**$45,759**

		Position					**FY21B**	
64	5001	Temp Employees-In-House	Webinar/Ad Sales Support Coordinator		$ -	$ -	$ -	**$0**

						FY21B	
65	5002	Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk	Total Overtime		$5,000	**$5,000**
				Project 3907 share		$ -	

			Ad Sales Benefit Calculation	**Amount**	**Benefit %**	**Benefit $**	
			5000 Project Salaries & Wages	$45,759	31.50%	$14,414	
			5001 Temp Employees In-House	$0	15.00%	$0	
			5002 Overtime Wages	$5,000	15.00%	$750	
68	5010	Employee Benefits		$50,759		$10,431	**$15,288**

Subtotal - Payroll & Related Expense **$66,047**

					FY21B	
75	5110	Professional Services	Outside and freelance labor		$0	**$0**

Unit No.:	**404**
Unit Name:	**CHOICE**
Project No.:	**3907**
Project Name:	**Choice Advertising** *For webinars, see project 3909; for mobile app, see project 3904*

LINE # LINE ITEM DESCRIPTION

				FY21B	
78	5122 Bank Service Fees	Bank service fees on ad sales accounts: **Moved to 0000**		$0	**$0**

				FY21B	
79	5140 Repairs/Maintenance	Annual maintenance fee/ad sales system	Spacemaster	$0	**$0**

Subtotal - Outside Services **$0**

	Billing	Conference	**# Ad Sales Staff**	**Avg. Cost**	**Total**		
		Charleston	0	$450	$0		
		ALA Midwinter	0	$450	$0		
		ALA Annual	1	$450	$450		
		ACRL Biannual Conference	1	$450	$450		
		Other	0	$450	$0		
				Total	$900		
85	5210 Transportation		Project 3907 share	70%	$630		**$630**

	Billing	Conference	**# Ad Sales Staff**	**Avg. Cost**	**Total**		
		Charleston	0	$1,100	$0		
		ALA Midwinter	0	$1,100	$0		
		ALA Annual	1	$1,100	$1,100		
		ACRL Biannual Conference	1	$1,100	$1,100		
		Other	0	$1,100	$0		
				Total	$2,200		
86	5212 Lodging & Meals		Project 3907 share	70%	$1,540		**$1,540**

		Event	**# Events**	**Avg. Cost**	**Total**	
		Meetings with advertisers	5	$100	$500	
88	5216 Business Meetings		Project 3907 share	70%	$350	**$350**

Subtotal - Travel & Related Expenses **$2,520**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3907
Project Name:	Choice Advertising — *For webinars, see project 3909; for mobile app, see project 3904*

LINE #	LINE ITEM DESCRIPTION					
		CHOICE Ad Sales Promo Printing Expense			FY21B	
			OAT certificates		inventory	
			OAT seals, etc.		inventory	
109	5402 Printing-O/S	(Switched to electronic media kit in 2010)			$0	$0
					FY21B	
111	5404 Design Service-O/S	Outside ad sales promo creative expenses: media kit			$0	$0
				Subtotal - Publication Related Expenses	$0	
				Ad Sales Salaries / Rate	Total	
132	5031 Staff Development			$45,759 / 0.00%	$0	$0
					$0	
					FY21B	
133	5500 Supplies/Operating	General office supplies, e.g. paper, file folders			$0	$0
			Project 3907 share	70%	$0	
		Item			FY21B	
139	5522 Telephone & Fax/O/S	Local & long-distance phone/ad sales			$420	294
			Project 3907 share	70%	$ 294	
		Item			FY21B	
140	5523 Postage & E-Mail/O/S	Mailroom postage; overnight delivery services			$0	$0
		Item		FY16B Gross Ad $	Rate (per ALA)	
146	5543 Bad Debt Expense	Reserve for uncollectable accounts		$0	0.00%	$0
				Subtotal - Operating Expenses	$294	
					FY21B	
161	5906 IUT-Order Billing	ALA charges for Ad Sales Invoice Processing		70%	$0	$0
				Subtotal - Inter-Unit Transfers	$0	
		Line Item		Revenue $ / Rate	O/H Charge	
		4140 Advertising/Gross		$200,000 / 13.25%	$26,500	
		4611 Comm/Sales Rep		$ (9,000) / 13.25%	($1,193)	
		4612 Comm/Adv Agency		$0 / 13.25%	$0	
178	5911 IUT-General Overhead	Totals		$191,000	$25,308	$25,308
		FY15 UBIT Reserve	Line Item	Revenue $ / Rate	UBIT $	
188	5600 Taxes/Income		Advertising/Gross	$0 / 0.00%	$0	$0
				Subtotal- Overhead and Taxes	$25,308	
				TOTAL PROJECT EXPENSES	$94,169	
				NET PROJECT REVENUE	$96,832	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3908
Project Name:	ACRL Advertising

Note: This project tracks expenses for CHOICE's handling of ACRL journal ad sales

LINE # LINE ITEM DESCRIPTION **These expenses charged out to ACRL, projects 3300, 3302, 3303**

EXPENSES FY21B

			All Choice	% this Project	3908	
63	5000 Salaries & Wages		$1,122,944	0.000%	$ -	$0

		Position	FY14	FY15B	FY21B	
64	5001 Temp Employees-In-House	Webinar/Ad Sales Support Coordinator	$ -	$ -	$ -	$0

				FY21B	
65	5002 Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk	Total Overtime	$1,500.00	
			Project 3908 share		

		Ad Sales Benefit Calculation		Amount	Benefit %	Benefit $	
		5000 Project Salaries & Wages	$	-	31.50%	$0	
		5001 Temp Employees In-House	$	-	15.00%	$0	
		5002 Overtime Wages	$	-	15.00%	$0	
		5010 Benefits			15.00%	$0	
68	5010 Employee Benefits		$	-		$0	$0

Subtotal: Payroll and Related Expenses **$0**

		Billing	Conference	# Ad Sales Staff	Avg. Cost	FY21B	
			Charleston	0	$450	$0	
			ALA Midwinter	0	$450	$0	
			ALA Annual	1	$450	$450	
			ACRL Biannual Conference	1	$450	$450	
			Other	0	$450	$0	
				TRUE		$900	
85	5210 Transportation			Project 3908 share	30%	$270	$270

		Billing	Conference	# Ad Sales Staff	Avg. Cost	FY21B	
			Charleston	0	$1,100	$0	
			ALA Midwinter	0	$1,100	$0	
			ALA Annual	1	$1,100	$1,100	
			ACRL Biannual Conference	1	$1,100	$1,100	
			Other	0	$1,100	$0	
				TRUE		$2,200	
86	5212 Lodging & Meals			Project 3908 share	30%	$660	$660

		Event	# Events	Avg. Cost	Total	
		Meetings with advertisers	5	$100	$500	
88	5216 Business Meetings		Project 3908 share	30%	$150	$150

Subtotal - Travel & Related Expenses **$1,080**

		Ad Sales Promotion Printing Expenses	FY21B	
109	5402 Printing-O/S		$0	$0

Unit No.:	**404**
Unit Name:	**CHOICE**
Project No.:	**3908**
Project Name:	**ACRL Advertising**

Note: This project tracks expenses for CHOICE's handling of ACRL journal ad sales

LINE # LINE ITEM DESCRIPTION

These expenses charged out to ACRL, projects 3300, 3302, 3303

LINE #		LINE ITEM DESCRIPTION							
			Ad Sales Promotion Design Expenses					**FY21B**	
111	5404	Design Service-O/S						$0	**$0**
							Subtotal - Publication Related Expenses	**$0**	
								Total	
132	5031	Staff Development						$0	**$0**
						FY14	FY15B	**FY21B**	
133	5500	Supplies/Operating	General office supplies, e.g. paper, file folders			$200	$300	$0	**$0**
				Project 3908 share	30%	$60	$90	$0	
			Item					**FY21B**	
139	5522	Telephone & Fax/O/S	Local & long-distance phone/ad sales					$420	**$126**
				Project 3908 share	30%		$	126	
			Item					**FY21B**	
140	5523	Postage & E-Mail/O/S	Mailroom postage; overnight delivery services					$0	**$0**
						Subtotal - Operating Expenses		**$126**	
								FY21B	
								$0	
	5906	IUT-Order Billing	ALA charges for Ad Sales Invoice Processing		30%			$0	**$0**
								FY21B	
169	5942	IUT-Advertising	CHOICE charges to ACRL for ad sales					**($1,206)**	**($1,206)**
						Subtotal - Inter-Unit Transfers		**($1,206)**	
						TOTAL PROJECT EXPENSES		**$0**	
						NET PROJECT REVENUE		**$0**	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3909
Project Name:	Choice/ACRL Webinars

LINE # LINE ITEM DESCRIPTION $6,500

REVENUES

FY21B

		Commission Rate	Number		Rate	Gross	Transfer Rate	Revenue	
	Sales		25	$	7,500	187,500	85%	159,375	
	Commission	4.50%				(8,438)	85%	(7,172)	
	Net Sales					**179,063**		152,203	
							Revenue to ACRL	28,125	
							Commissions to ACRL	(1,266)	
20	4105 Sales/Webinars, Webcasts. Web CE								**$159,375**

			Rate	Gross	Split	Share	
		Choice	4.50%	(8,437.50)	0.85	(7,172)	
		ACRL			0.15	(1,266)	
34	4611 Comm/Sales Rep	Total				(8,438)	**(7,172)**

TOTAL PROJECT REVENUES **$152,203**

LINE # LINE ITEM DESCRIPTION

EXPENSES

				All Choice	% this Project	$3,909	
63	5000 Salaries & Wages			$1,122,944	0.000%	$0	**$0**

					FY21B	
64	5001 Temp Employees-In-House			TOTAL $	-	**$0**

					FY21B	
65	5002 Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk	Total Overtime			**$0**
				TOTAL $	-	

		Benefit Calculation		Amount	Benefit %	Benefit $	
		5000 Project Salaries & Wages		$0	31.50%	$0	
		5001 Temp Employees In-House		$0	15.00%	$0	
		5002 Overtime Wages		$0	15.00%	$0	
		4611 Commissions/Sales Reps			0.00%	$0	
68	5010 Employee Benefits		TOTAL	$0		$0	**$0**

Subtotal - Payroll & Related Expense **$0**

				FY21B	
75	5110 Professional Services	Outside and freelance labor		$0	**$0**

Subtotal - Outside Services **$0**

				FY21B	
111	5404 Design Service-O/S			$0	**$0**

				FY21B	
	5431 Webinars/Webcasts/Web CE Exp	Hosting and production (WebEx)		$6,000	**$6,000**

Subtotal - Publication Related Expenses **$6,000**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3909
Project Name:	Choice/ACRL Webinars

	LINE #	LINE ITEM DESCRIPTION		$6,500			
						FY21B	
133	5500	Supplies/Operating	General office supplies, e.g. paper, file folders			$0	$0
						$0	

			Item			FY21B	
140	5523	Postage & E-Mail/O/S	Mailroom postage; overnight delivery services			$0	$0

			Item	Gross Revenue	Rate	FY21B	
	5540	Royalty Expense	ACRL	$159,375	0.0%	$0	
							$0

Subtotal - Operating Expenses **$0**

				Expense	Gross	Transfer Rate	FY21B	
				M. Derks	$23,473	15%	$3,521	
				Subtotal - Outside Services	$0	15%	$0	
				Subtotal - Publication Related Expenses	$6,000	15%	$900	
				Subtotal - Operating Expenses	$0	15%	$0	
169	5942	IUT-Advertising	Charge back to ACRL		$29,473	**Total**	($4,421)	($4,421)

Subtotal - Inter-Unit Transfers **($4,421)**

					Revenue $	Rate	O/H Charge	
				Sales	159,375	0	21,117	
				Commissions	(7,172)	0	(950)	
178	5911	IUT-General Overhead		TOTAL			20,167	$20,167

			FY15 UBIT Reserve	Line Item	Revenue $	Rate	UBIT $	
188	5600	Taxes/Income		Advertising/Gross	$152,203	0.00%	$0	$0

Subtotal- Overhead and Taxes **$20,167**

TOTAL PROJECT EXPENSES **$21,746**
NET PROJECT REVENUE **$130,457**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3910
Project Name:	Marketing

LINE #	LINE ITEM DESCRIPTION					FY21B
EXPENSES						
			All Choice	% this Projec	$3,910	
63	5000 Salaries & Wages		$1,122,944	0.000%	$0	$0
68	5010 Employee Benefits			32%	$0	$0
			Subtotal - Payroll & Related Expense		$0	

		Type of Project		FY21B	
				$0	
				$0	
				$0	
75	5110 Professional Services	Outside marketing/promotion expenses		$0	$0
			Subtotal - Outside Services	$0	

	Billable	Conference		#	Staff	Cost	FY21B	
		Charleston	charge to 3918	-	-	$450	$0	
		ALA Midwinter		1	0	$450	$0	
		ALA Annual		1	1	$450	$450	
		ACRL Biannual Conference		1	1	$450	$450	
		Other Marketing business travel		0	0	$450	$0	
85	5210 Transportation						$900	900

	Billable	Conference		#	Staff	Cost	FY21B	
		Charleston	charge to 3918	1	0	$1,100	$0	
		ALA Midwinter		1	0	$1,100	$0	
		ALA Annual		1	1	$1,100	$1,100	
		ACRL Biannual Conference		1	1	$1,100	$1,100	
		Other Marketing business travel		0	0	$1,100	$0	
	5212 Lodging & Meals						$2,200	2,200
				Subtotal - Travel & Related Expenses			$3,100	

	Billable	Conference/Location	Event		#	Avg. Cost	FY21B	
	Feb	ALA Midwinter	focus group room rental		0	$500	$0	
	Nov	Charleston	charge to 3918		0	$500	$0	
	July	ALA Annual	focus group room rental		0	$500	$0	
	April	ACRL Biannual Conference	focus group room rental		0	$500	$0	
92	5300 Facilities Rent						$0	$0

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3910
Project Name:	Marketing

LINE # LINE ITEM DESCRIPTION

		Billable	Conference/Location		Number	Avg. Cost	FY21B	
		Feb	ALA Midwinter		0	$3,000	$0	
		Nov	Charleston	**charge to 3918**	0	$3,000	$0	
		July	ALA Annual		1	$7,000	$7,000	
		April	ACRL Biannual Conference		0	$3,000	$0	
					0	$3,000	$0	
93	5301	Conference Equipment Rental				Total	$7,000	**$7,000**

			Item	Number	Avg. Cost	FY21B	
				1.00	$350	$350	
94	5302	Meal Functions				$350	**$350**

			Conference/Location		Number	Avg. Cost	FY21B	
		Feb	ALA Midwinter		0	$3,750	$0	
		Nov	Charleston	**charge to 3918**	0	$3,750	$0	
		July	ALA Annual		1	$7,500	$7,500	
		April	ACRL Biannual Conference		0	$3,750	$0	
					-	$3,750	$0	
95	5303	Exhibits				Total	$7,500	**$7,500**

Subtotal - Meeting & Conference Expenses **$14,850**

				FY21B	
109	5402	Printing-O/S	Printing expenses for promotional pieces	$1,200	**$1,200**

				FY21B	
111	5404	Design Service-O/S	Outside design services for promo pieces	$2,000	**$2,000**

		Type of Service		FY21B	
5410	Mail Service-O/S		$	500	
		Total Mailing Expense	$	500	**500**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3910
Project Name:	Marketing

LINE # LINE ITEM DESCRIPTION

			FY17 Placements	Unit Cost	Insertions		FY21B	
			American Libraries	2,000	0			
			Good Reads	1,250	2	$	2,500	
			Chronicle/NYRB	10,000	1	$	10,000	
			Chronicle digital	2,500	1	$	2,500	
			Inside Higher Ed	1,000	2	$	2,000	
			Library Journal (package deal)	9,545	0	$	-	
			Cognotes (ALA MW)	850	0	$	-	
			Cognotes (ALA Annual)	850	0	$	-	
			ALA program (ALA MW)	1,800	0	$	-	
			ALA program (ALA Annual)	1,800	0	$	-	
			LJ Academic Newswire	500	0	$	-	
114	5411	Advertising/Space			TOTAL	$	17,000	$17,000

				FY21B	
115	5412	Advertising/Direct	Direct promo (print & email)	$500	$500

				FY21B	
116	5413	Mail List Rental	Outside list rental fees	$3,500	$3,500

						FY21B	
			360 Hosting		$	365	
			SSL certificate		$	180	
			domain registration		$	30	
			C360 Maint.	$45	$	540	
	5430	Web Operating Expenses	Totals		$	1,115	$1,115

Subtotal - Publication Related Expenses **$25,815**

			Vendor	Item/Service		FY21B	
			Mailchimp	email service	$	4,000	
			Survey Monkey		$	1,000	
	5501	Equipment/Software-Minor			$	5,000	5,000

				Salaries	Rate	FY21B	
132	5031	Staff Development		$0	0.0%	$0	$0

			Item	FY14	FY15B	FY21B	
139	5522	Telephone & Fax/O/S		$0	$0	$0	$0

			Item	FY21B	
140	5523	Postage & E-Mail/O/S	Mailroom postage; overnight delivery services	$0	$0

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3910
Project Name:	Marketing

LINE #	LINE ITEM DESCRIPTION						
			Item	FY14	FY15B	FY21B	
				conf. giveaways	$	2,450	
149	5550	Promotion	services			$2,450	$2,450
				Subtotal - Operating Expenses		**$7,450**	

			Item	FY14	FY15B	FY21B	
157	5902	IUT-ITTS	ALA mailing list processing expense	$0	$2,500	$0	$0

						FY21B
			American Libraries advertising			$0.00
	5942	IUT-Advertising			**Total**	**$0**	**$0**

Subtotal - IUT's	**$0**
TOTAL PROJECT EXPENSES	**$51,215**
NET PROJECT REVENUE	**($51,215)**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3913
Project Name:	Choice Reviews

LINE # LINE ITEM DESCRIPTION -

REVENUES

			Rate	Placed	11% Purchased	Price	Net	FY21B
		Amazon	4.50%					
		GOBI Referral Commissions	5.00%	45,000	5,000	$48	$12,000	
4109	Sales/Miscellaneous						$12,000	12,000

				105%	99%	96%	99%	97%	
			FY16	FY17	FY18	FY19	FY20F	FY21B	
			652,009	684,248	678,076	651,630	644,579	625,242	
							3% below budget 3/5/2020 forecast	3% below prior year forecast	
26	4110	Subscriptions							$625,242

32	4143	Advertising/Online				#REF!	
						FY21B	
					Digital Ad Sales Revenues (Gross)	$ 30,000	
					Digital Sales Commission Rate	4.50%	
					Digital Sales Commissions	(1,350.00)	
					Net Ad Revenues	28,650.00	
							$ 30,000

				Rate	Total	
33	4610	Comm/Online Advertising		4.50%	(1,350.00)	(1,350)

TOTAL PROJECT REVENUES **$665,892**

LINE # LINE ITEM DESCRIPTION

EXPENSES

				All Choice	% this Project	FY21B	
63	5000	Salaries & Wages		1122944	0.000%	$0	$0

					FY21B
65	5002	Overtime/Wages			$0	$0

						Rate		
			5000 Project Salaries & Wages	$0	32%	$0.00	
			4611 Commissions/Sales Reps				
68	5010	Employee Benefits				$0	$0

Subtotal - Payroll & Related Expense **$0**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3913
Project Name:	Choice Reviews

	LINE #	LINE ITEM DESCRIPTION		FY21B	
	5100	Temp Employee/Outside	Customer Service Temps	$0	$0

				FY21B	
				$0	
				$0	
				$0	
75	5110	Professional Services		$0	$0

Subtotal - Outside Services **$0**

		Conference	Conference	Events	Staff	Cost	FY21B	
		Feb	ALA Midwinter	0	0	$450	$0	
		July	ALA Annual	0	0	$450	$0	
		April	ACRL	0	0	$450	$0	
	5210	Transportation				$1,350	$0	0

			Conference	Events	Staff	Cost	FY21B	
		Feb	ALA Midwinter	0	0	$1,100	$0	
		July	ALA Annual	0	0	$1,100	$0	
		April	ACRL	0	0	$1,100	$0	
	5212	Lodging & Meals					$0	0

Subtotal - Travel and Related Expenses **$0**

					FY21B	
			Copyediting Allocation		$0	
107	5400	Editl/Proofreading-O/S		TOTAL	$0	$0

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3913
Project Name:	Choice Reviews

LINE # LINE ITEM DESCRIPTION -

			Vendor	Item/Service	Monthly $	Months	Total	
							$0	
			productOps	hosting and maint	3,000	12	$36,000	
121	5430	Web Operating Expenses				Totals	$36,000	$36,000

Subtotal - Publication Related Expenses **$36,000**

			Project salaries	Rate	FY21B	
132	5031	Staff Development	$0	0.0%	$0	$0

							FY21B	
		Accrued Prior Year depreciation					$31,788	
		FY21 CR Capital Requests	Item	Requests	Est. Life in Years			
		Subtotal		$0			$0	
142	5530	Depr/Furn & Equipment	**Total CRO depreciation**				**$31,788**	31,788

Subtotal - Operating Expenses **$31,788**

				Revenue $	Rate	Total	
			Sales	$665,892	13.25%	$88,231	
		included in sales	Commission	$0	13.25%	$0	
						$88,231	
178	5911	IUT-General Overhead					$88,231

			FY15 UBIT Reserve	Line Item	Revenue $	Rate	Total	
188	5600	Taxes/Income		Advertising/Gross	$28,650	0.00%	$0	$0

Subtotal- Overhead and Taxes **$88,231**

TOTAL PROJECT EXPENSES **$156,019**
NET PROJECT REVENUE **$509,873**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3914
Project Name:	Content Marketing *For webinars, see project 3909*

LINE # LINE ITEM DESCRIPTION

REVENUES

newsletters and eblasts moved here from 3913

FY21B

30 4140 Advertising/Gross

Revenue	Price	#	FY21B	
Surveys/Whitepapers (gross)	$20,000	2	40,000	
Total Gross			40,000	
Print Sales Commission Rate			4.50%	
Print Sales Commissions (4611)			(1,800)	
Net Ad Revenues			**38,200**	**$ 40,000**

4143 Advertising/Online

		FY21B
podcasts		30,000
eblasts	$	100,000
newsletters	$	50,000
C360 sponsorships	$	10,000
Total gross sales	$	190,000
Comission rate		4.50%
Digital Sales Commissions (4610)		(8,550)
Net Ad Revenues	**$**	**181,450**

$ 190,000

			Rate	Total	
4610	Comm/Online Advertising	eblasts, newsletters, C 360 sponsorships	4.50%	(8,550)	**(8,550)**

			Rate	FY21B	
	Print	white papers	4.50%	(1,800)	
34 4611	Comm/Sales Rep		Total	(1,800)	**(1,800)**

TOTAL PROJECT REVENUES $219,650

LINE # LINE ITEM DESCRIPTION

EXPENSES

			All Choice	% this Project	FY21B	
63	5000 Salaries & Wages	Project 3907 share	$1,122,944	0.000%		**$0**

		Position				FY21B	
64	5001 Temp Employees-In-House		$ -	$ -	$	-	**$0**

			FY21B	
65	5002 Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk	$ -	**$0**

Ad Sales Benefit Calculation	Amount	Benefit %	Benefit $
5000 Project Salaries & Wages	$0	31.50%	$0
5001 Temp Employees In-House	$0	15.00%	$0
5002 Overtime Wages	$0	15.00%	$0

68 5010 Employee Benefits **$0**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3914
Project Name:	Content Marketing *For webinars, see project 3909*

LINE # LINE ITEM DESCRIPTION

Subtotal - Payroll & Related Expense **$0**

						FY21B	
			Survey/Whitepapers, write and produce	2	$5,000	**$10,000**	
			C360 page design			**$0**	
75	5110 Professional Services	Outside and freelance labor				$10,000	**$10,000**

			FY21B	
78	5122 Bank Service Fees		$0	**$0**

			FY21B	
79	5140 Repairs/Maintenance			

Subtotal - Outside Services **$10,000**

			#	Staff	Unit	Cost	
		Charleston	1	-	$450	$0	
		ACRL	1	1	$450	$450	
		Annual	1	1	$450	$450	
85	5210 Transportation				Total	$900	**$900**

			#	Staff	Unit	Cost	
		Charleston	1	-	$1,100	$0	
		ACRL	1	1	$1,100	$1,100	
		Annual	1	1	$1,100	$1,100	
86	5212 Lodging & Meals				Total	$2,200	**$2,200**

			# Events	**Avg. Cost**	**Total**	
		Event				
		Meetings with advertisers			$0	
88	5216 Business Meetings				$0	**$0**

Subtotal - Travel & Related Expenses **$3,100**

Unit No.:	**404**
Unit Name:	**CHOICE**
Project No.:	**3914**
Project Name:	**Content Marketing** *For webinars, see project 3909*

	LINE #	LINE ITEM DESCRIPTION					
						FY21B	
109	5402	Printing-O/S				$600	**$600**
						FY21B	
111	5404	Design Service-O/S		design and layout	0	$0	**$0**
					Subtotal - Publication Related Expenses	**$600**	
						FY21B	
132	5031	Staff Development				$0	**$0**
						$0	
						FY21B	
133	5500	Supplies/Operating				$0	**$0**
						$0	
			Item			**FY21B**	
139	5522	Telephone & Fax/O/S	Local & long-distance phone/ad sales				**0**
					$	-	
			Item			**FY21B**	
140	5523	Postage & E-Mail/O/S	Mailroom postage; overnight delivery services			$0	**$0**
			Item		**FY16B Gross Ad $**	**Rate (per ALA)**	
146	5543	Bad Debt Expense	Reserve for uncollectable accounts			0.00%	**$0**
					Subtotal - Operating Expenses	**$0**	
						FY21B	
161	5906	IUT-Order Billing	ALA charges for Ad Sales Invoice Processing				**$0**
					Subtotal - Inter-Unit Transfers	**$0**

			Line Item	**Revenue $**	**Rate**	**O/H Charge**	
		4140	Advertising/Gross	40,000	13.25%	5,300	
		4143	Advertising Online	190,000	13.25%	25,175	
		4610	Digital commissions	(8,550)	13.25%	(1,133)	
		4611	Print commissions	(1,800)	13.25%	(239)	
178	5911	IUT-General Overhead	Totals	219,650		29,104	**$29,104**

			FY15 UBIT Reserve	Line Item	**Revenue $**	**Rate**	**UBIT $**	
188	5600	Taxes/Income		Advertising/Gross	$40,000	0.00%	$0	**$0**

Subtotal- Overhead and Taxes	**$29,104**
TOTAL PROJECT EXPENSES	**$42,804**
NET PROJECT REVENUE	**$176,846**

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3917
Project Name:	Choice Office Building

EXPENSES

							FY21B
				All Choice	% this Project	FY21B	
63	5000	Salaries & Wages		$ -	0.00%	$0	$0

				Rate		FY21B	
68	5010	Employee Benefits		31.50%	TOTAL	$0	$0

Subtotal - Payroll & Related Services **$0**

				Item	Vendor	FY21B	
			Generator maintenance svc. contract		Atlantic/Detroit Diesel	$1,400	
			Janitorial services		JanPro	$6,500	
			HVAC service contract		Encon	$3,500	
			Common area maintenance (CAM)		Liberty Square Assoc	$10,800	
			Miscellaneous		--	$700	
			Security system		Protection One	$3,030	
			Carpet cleaning		RD Weis	$2,000	
79	5140	Repairs/Maintenance			Total	$27,930	$27,930

Subtotal - Outside Services **$27,930**

					Rate	Frequency	FY21B	
138	5521	Space Rent	Parking	City of Middletown	$4,500	4	$18,000	$18,000

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3917
Project Name:	Choice Office Building

						FY21B	
139	5522	Telephone & Fax/O/S	Office phone service: See 0000 #5523	AT&T		$0	$0
						FY21B	
140	5523	Postage & E-Mail/O/S				$0	$0
				Rate	Frequency	FY21B	
			Electric	Eversource	$1,210	12	$14,520
			Gas	Eversource	$100	12	$1,200
			Rubbish/Recycling	Dainty Rubbish	$37	12	$444
			Water & sewer	City of Middletown	$200	1	$200
			Other				$1,000
141	5525	Utilities				Total	$17,364	$17,364
151	5599	Misc. Expense	Adjustment between CHOICE & Plant Fund				$0

Subtotal - Operating Expenses $ 35,364

							FY21B	
				$25,285	Building	$ -		
					Improvements	$ -		
					Interest	$ 3,940		
182	5998	IUT-Allocations	2014 Liberty Square expenses from ALA Plant Fund (730-0000)			$ 3,940		$3,940

Subtotal- Overhead and Taxes $3,940

TOTAL PROJECT EXPENSES $67,234
NET PROJECT REVENUE ($67,234)

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3918
Project Name:	CC Advisor

LINE # LINE ITEM DESCRIPTION **50/50 split with The Charleston Company**

REVENUES

					FY21B
				FY21B	
				$75,000	
26	4110	Subscriptions			$37,500

						FY21B
32	4143	Advertising/Online			FY21B	
			Ad Sales Revenues (Gross)	$	12,500	
			Sales Commission Rate		4.50%	
			Sales Commissions		($563)	
			Net Revenues	$	11,938	
						$ 6,250

			Rate	Total	
33	4610	Comm/Online Advertising	4.50%	($563)	($281)
			TOTAL PROJECT REVENUES	**$43,469**	

LINE # LINE ITEM DESCRIPTION

EXPENSES

			All Choice	% this Project	3918	
63	5000	Salaries & Wages	1122944	0.000%		$0

				FY21B	
65	5002	Overtime/Wages		$0	$0

				Rate		
		5000 Project Salaries & Wages	$0	31.50%	$0.00	
68	5010	Employee Benefits		32%	$0	$0
			Subtotal - Payroll & Related Expense		**$0**	

				FY21B	
	5100	Temp Employee/Outside	Customer Service Temps	$0	$0

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3918
Project Name:	CC Advisor

LINE # LINE ITEM DESCRIPTION **50/50 split with The Charleston Company**

			Reviewers	Rate	Annual $	
			70	$75	$5,250	
					$0	
					$0	
75	5110	Professional Services			$5,250	$2,625

Subtotal - Outside Services **$2,625**

		Conference	Conference		Events	Staff	Cost	FY21B	
		Feb	ALA Midwinter		1	0	$450	$0	
		Nov	Charleston	Marketer	1	0	$450	$0	
		July	ALA Annual		1	0	$450	$0	
		April	ACRL		1	0	$450	$0	
5210	Transportation						$1,800	$0	$ -

			Conference		Events	Staff	Cost	FY21B	
		Feb	ALA Midwinter		1	0	$1,100	$0	
		Nov	Charleston	Marketer	1	0	$1,100	$0	
		July	ALA Annual		1	0	$1,100	$0	
		April	ACRL		1	0	$1,100	$0	
5212	Lodging & Meals							$0	$ -

						FY21B	
		Conference Registration (Marketing and Advertising only)		-	$450	$0	
5216	Business Meetings					$0	0

Subtotal - Travel and Related Expenses **$0**

		Item		FY21B	
			$	-	
5301	Conference Equipment Rental			$0	$0

		Item	FY21B	
5302	Meal Functions		$0	$0

		Conference/Location	Number	Avg. Cost	FY21B	
		Charleston	0 $	2,500 $	-	
5303	Exhibits		Total		$0	$0

Subtotal - Meetings and Conferences **$ -**

		Description	FY21B	
		Freelance Copyediting Allocation	$2,500	
5400	Editl/Proofreading-O/S	Total editorial & proofreading	$2,500	1,250

			FY21B	
109	5402 Printing-O/S	Printing expenses for promotional pieces	$250	$125

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3918
Project Name:	CC Advisor

LINE # LINE ITEM DESCRIPTION **50/50 split with The Charleston Company**

							FY21B	
111	5404	Design Service-O/S	Outside design services for promo pieces				$300	$150

			Type of Service				FY21B	
113	5410	Mail Service-O/S						
			Fulfillment mailing services (ESP/USPS)			$	-	
			Total Mailing Expense		$ -	$	-	0

					Unit Cost	Insertions	FY21B	
				ATG	575	-	$ -	
				ATG	755	-	$ -	
				Charleston Advisor	800	1	$ 800	
114	5411	Advertising/Space				TOTAL	$ 800	$400

							FY21B	
115	5412	Advertising/Direct	Direct promo (print & email)				$0	$0

							FY21B	
116	5413	Mail List Rental	Outside list rental fees				$500	$250

				Vendor	Item/Service		FY21B	
				CrossRef	DOI fees		$250	
				productOps	hosting and maintenance		$14,400	
				productOps	upgrades			
				ESP	$ 135.00	12	$1,620	
121	5430	Web Operating Expenses				Totals	$16,270	$8,135

							FY21B	
				ESP	$ 50.00	12	$600	
	5433	Order Processing/Fulfillment					$600	$300

Subtotal - Publication Related Expenses **$9,360**

					Project salaries	Rate	FY21B	
132	5031	Staff Development			$0	0.0%	$0	$0

			Item				FY21B	
			ESP phone charges				$0	
139	5522	Telephone & Fax/O/S	Total				$0	0

							FY21B	
			Subtotal		$0		$0	
142	5530	Depr/Furn & Equipment	**Total CCA depreciation**				**$0**	0

							FY21B	
			Accrued Prior Year depreciation (C2A Platform) before split with Charleston				$57,230	
			Subtotal		$0		$0	
	5532	Amortization/Equip Lease	**Total CRO depreciation**				**$57,230**	57,230

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3918
Project Name:	CC Advisor

LINE # LINE ITEM DESCRIPTION **50/50 split with The Charleston Company**

		Item				
			FY14	FY15B	**$0**	
			conf. giveaways	$	250	
5550	Promotion	Premiums & misc promo services			$250	**$125**

					FY21B
		Charge 50% of depreciation (line 5532) back to Charleston Company			(28,615)
		Subtotal	$0		$0
5599	Misc. Expense	**Total CRO depreciation**			**(28,615)**	**(28,615)**

Subtotal - Operating Expenses **$28,740**

				Revenue $	Rate	Total	
			Sales	$43,469	13.25%	$5,760	
		included in sales	Commission	$0	13.25%	$0	
						$5,760	
178	5911 IUT-General Overhead						**$5,760**

		FY15 UBIT Reserve	Line Item	Revenue $	Rate	Total	
188	5600 Taxes/Income		Advertising/Gross	$12,500	0.00%	$0	**$0**

Subtotal- Overhead and Taxes **$5,760**

TOTAL PROJECT EXPENSES **$47,735**
NET PROJECT REVENUE **($4,266)**

Association of College & Research Libraries
50 E. Huron St. Chicago, IL 60611
800-545-2433, ext. 2523
acrl@ala.org, http://www.acrl.org

Board of Directors and Budget & Finance Committee Discussion Form

To: ACRL Board of Directors
ACRL Budget & Finance Committee

Subject: FY21 Strategic Review & Impact of COVID-19

Submitted by: Kara Malenfant, ACRL Interim Executive Director
Allison Payne, ACRL Program Manager for Strategic Initiatives

Date submitted: 6/9/2020

Background

In April 2020, all ALA staff, including ACRL, reviewed FY21 budgets and updated their budgets based on the impact of COVID-19. The impact has been felt greatly across all of ALA, and the overall ALA deficit has gone from a pre-COVID FY21 budget of -$1.2 million in April 2020 to a post-COVID FY21 budget of -$4.5 million in May 2020. The three main revenue streams (publishing, membership, and professional development) have all decreased due to the pandemic. Preliminary analysis of membership includes a loss of more than 30% in dues revenues.

ACRL FY21 changes due to COVID-19 mirror ALA, and the ACRL FY21 budget has gone from a FY21 net of -$94,380 in April 2020 to -$690,887 in June 2020. The net presented to the Board and Budget & Finance Committee includes the updates that ACRL staff submitted to ALA in April. Please see FYI-3 and FYI-4 for a full list of these changes.

	ALA			
	Pre-COVID	**Post-COVID**	**% Change**	**$ Change**
Revenues	$45,446,312	$41,329,809	-9%	($4,116,503)
Expenses	$46,617,403	$45,858,529	-2%	($758,874)
Net	($1,171,091)	($4,528,720)	-287%	($3,357,629)

	ACRL			
	Pre-COVID	**Post-COVID**	**% Change**	**$ Change**
Revenues	$5,095,557	$3,929,775	-23%	($1,165,782)
Expenses	$5,189,937	$4,620,662	-11%	($569,275)
Net	($94,380)	($690,887)	-632%	($596,507)

Thanks to the careful stewardship by the ACRL Board and Budget & Finance Committee, ACRL has a healthy net asset balance and has been drawing from its net asset balance since FY18 to invest in programs and services for ACRL members. The budgeted beginning reserve level for ACRL in FY21 is $2,388,583, but this balance will be lower based on the expected decrease in revenue in FY20.

Both ALA and ACRL are planning for cost savings and looking for new sources of revenue. ALA would like to have a FY21 budget with a positive net of $500K. During the ALA Budget Analysis & Review Committee's (BARC) May 22, 2020 virtual meeting, BARC reviewed the FY21 budget with a net of -$4.5K, and it was proposed that the following be implemented to reach a $500K positive net:

ALA Post-COVID FY21 Net	**($4,528,720)**
Additional furlough days	$250,000
Paycheck Protection Program (PPP) funding	$1,200,000
Economic Injury Disaster Loan (EIDL)	$1,500,000*
Increase in line of credit	$600,000
Endowment loan	$1,500,000
ALA Net	**$521,280**

* In May 2020, ALA estimated that it would receive $1.5 million in EIDL funding, but following the meeting, ALA found out it was only awarded $150K in EIDL funding.

Through the NEH CARES: Cultural Organizations grant, ACRL is requesting $300,000 for humanities activities over a 6.5-month period of June 15-Dec 31, 2020. Funding would primarily cover staff salaries and benefits, with other direct costs of consultant services and e-learning platform, and indirect costs. The notification date is June 15, 2020. As ACRL is still awaiting notification from NEH, the potential funds are not include in the draft FY21 budget. July 31, 2020 Note: ACRL's grant proposal was not accepted by NEH.

Due to the recent spend down and the uncertainty of how the pandemic will continue to affect FY20 and FY21, staff is recommending that the ACRL Board and Budget & Finance Committee strategically review and discuss further potential cost savings included in Doc 4.0 and Doc 4.1.

The effects of COVID-19 will continue to be seen beyond FY21, and the

Questions for the Board and Budget & Finance Committee to Discuss

1. Should staff update the FY21 budget with cost savings proposed in Doc 4.1? Are there specific cost savings that should or shouldn't be included in the FY21 budget?
2. Are there other recommendations you have to ensure the long-term financial sustainability of ACRL?
3. Are there cost savings that staff should include when developing the FY22 assumptions that will be presented to the Board and Budget & Finance Committee in fall 2020?

Stakeholders

ACRL staff are responsible for managing their individual project budgets. Appropriate staff has reviewed proposed FY21 updates, and when needed, has checked with member stakeholders. For example, the ReSEC staff liaison spoke with ReSEC leaders who are involved with distributing ReSEC grants to understand the potential impact on members and academic librarians.

Strategic Goal Area Supported

Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☒ Value of Academic Libraries
Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☒ Student Learning
Goal: Advance innovative practices and environments that transform student learning.

☒ Research and Scholarly Environment
Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☒ New Roles and Changing Landscapes
Goal: Academic and research library workforce effectively navigates change in higher education environments.

☒ Enabling Programs and Services
ACRL programs, services, and publications that target education, advocacy, and member engagement.

Strategic Area	Possible Cost Savings	FY21 Budget	Description
Research and Scholarly Environment	$30,000	$30,000	Scholarly communication research grants
Operations	$30,000	$30,000	Removed budgeted salaries and benefits for vacant positions.
Value of Academic Libraries	$15,000	$20,000	Liaisons Assembly Travel Grants
Professional Development	$13,850	$27,700	ACRL Conference Programs (including President's Program)
Member Engagement	$10,400	$10,400	Leadership Council Catering Midwinter 2021 & Annual 2021
Student Learning	$10,300	$10,870	Framework Sandbox: scale back enhancements
Operations	$2,650	$3,600	ARL, CNI, other HE meetings
Member Engagement	$2,500	$5,000	Chapter speaker visits
Professional Development	$2,500	$3,500	RBMS site visit
Value of Academic Libraries	$2,000	$2,000	Advocacy travel
Advocacy	$2,000	$4,000	NLLD travel for ED
Value of Academic Libraries	$1,000	$2,500	Goal-area budget for TBD initiatives
Student Learning	$1,000	$2,500	Goal-area budget for TBD initiatives
Research and Scholarly Environment	$1,000	$2,500	Goal-area budget for TBD initiatives
New Roles and Changing Landscapes	$1,000	$2,500	Goal-area budget for TBD initiatives

Total	$125,200	$157,070

This page included to accommodate double-sided printing.

FY2021 Budget Assumptions

First Draft: approved 11/18/19. Further revisions were made between December 2019 and Midwinter 2020, and those revisions are reflected in this version of the Budget Assumptions.

In April 2020, staff reviewed the full FY21 budget and updated based on the impact of COVID-19. The FY21 Budget presented to the Board and B&F Committee in June 2020 reflects those edits.

For a full list of edits based on the impact of COVID-19, please see

- **FYI-3 FY21 ACRL Changes Spring 2020 to June 2020**
- **FYI-4 FY21 Choice Changes Spring 2020 to June 2020**

Further edits for Board/B&F consideration in June 2020 can be found in:

- **Doc 4.0 Board Cover Form: Proposed FY21 Budget Updates**
- **Doc 4.1 Proposed FY21 Budget Updates**

ACRL develops budget assumptions annually to guide staff in preparing annual project budgets. ACRL's budget is mission-driven and should provide sufficient revenues to support the strategic initiatives outlined in the ACRL Plan for Excellence as well as initiatives related to its core commitment to equity, diversity, and inclusion (EDI). This is accomplished through a blend of programs and services, some of which generate net revenues, e.g., ACRL professional development, especially its biennial conference, and others that the association expects to support, e.g., advocacy, member services, etc.

The ACRL Budget & Finance Committee reviewed these draft assumptions on November 7, 2019. Staff incorporated the committee's feedback and shared the revised document with the ACRL Board. The Board will review, suggest revisions as needed, and approve the assumptions below at its 2019 Fall Board Meeting on November 18, 2019. Based on the approved budget assumptions, ACRL staff will prepare the preliminary FY21 budget for review by the Budget & Finance Committee at the 2020 ALA Midwinter Meeting.

General Overview: The economic climate and ACRL

As we prepare the FY21 budget for ACRL, the global economic outlook based on the past year's activity is "weaker-than-anticipated."[1] Volatile global markets are of concern to higher education funding and enrollment, with tensions stemming from a US-China trade war; a Brexit deal still undecided; and the increase in anti-immigration policies. In addition to the unpredictability of global factors, state spending on public colleges and universities remains well below the historical levels prior to the Great Recession of 2008-09.[2] Although "most Americans believe state spending for public universities and colleges has increased or at least held steady over the last 10 years, according to a new survey by American Public Media," in fact, "states have collectively scaled back their annual higher education funding by $9 billion during that time, when adjusted for inflation, the Center on Budget and Policy Priorities, or CBPP, reports."[3] Although total enrollment in degree-granting postsecondary institutions increased 27 percent from 2000 to 2017 (from 13.2 million to 16.8 million students), it is projected to increase by only 3 percent between 2018 and 2028 (from 16.8 million to 17.2 million)."[4] This number is in line with high school graduation rate projections, which show the number of high school graduates increasing by only 3.1% between 2011 and 2025.[5] With a slowdown in enrollments, it is unlikely that higher education will see a substantive increase in its funding, which typically translates to no more or less funding for academic libraries. A bright spot in higher education enrollment is a trend for free or reduced tuition

---

[1] International Monetary Fund, "World Economic Outlook, July 2019: Still Sluggish Global Growth," July 2019. Accessed September 5, 2019. https://www.imf.org/en/Publications/WEO/Issues/2019/07/18/WEOupdateJuly2019.

[2] Michael Mitchell et. al., "Unkept Promises: State Cuts to Higher Education Threaten Access and Equity Reduced Quality," *Center on budget and Policy Priorities*, October 4, 2018, https://www.cbpp.org/research/state-budget-and-tax/unkept-promises-state-cuts-to-higher-education-threaten-access-and. Accessed November 5, 2019.

[3] Jon Marcus." Most Americans don't realize state funding for higher ed fell by billions," The Hechinger Report, February 26, 2019. https://www.pbs.org/newshour/education/most-americans-dont-realize-state-funding-for-higher-ed-fell-by-billions Accessed November 5, 2019.

[4] U. S. Department of Education: National Center for Education Statistics, "The Condition of Undergraduate Enrollment," (May 2019). Accessed September 5, 2019. https://nces.ed.gov/programs/coe/indicator_cha.asp.

[5] Western Interstate Commission for Higher Education, "Overall Graduate High School Trends," Accessed September 20, 2019. https://knocking.wiche.edu/nation-region-profile/

programs at the state level. Twenty states[6], such as New Mexico[7], New York[8], Oregon[9], and Tennessee[10], currently offer or have proposed legislation to offer free tuition programs. Some states, such as New Mexico, are proposing free tuition to state colleges and universities, regardless of income. The city of Detroit recently announced the Detroit Promise, which offers free college tuition to residents of Detroit. Funding seems to come from public/private partnerships including foundations with some universities picking up the tuition costs themselves after all federal funding, e.g., Pell grants, applied.[11] [12]While these tuition trends are beneficial to students it is not clear whether additional resources will be made available to the libraries serving an increased number of students. However, it is often true, as one Budget & Finance Committee member mentioned, that as enrollment/graduation increases funding increases and if it drops, so does the funding.

ACRL membership's slow but steady decline should also be considered as we look to FY21 finances. The closing of institutions could further reduce both ACRL's organizational and personal members. Closures are declining, but there are still a significant number of institutions that close each year. In 2018, there were 249 closed postsecondary institutions; in 2017, 633; in 2016, 1,045.[13] The workforce is aging and

---

[6] Jessica Dickler, "Tuition-free college is now a reality in nearly 20 states," *CNBC*, March 12, 2019. https://www.cnbc.com/2019/03/12/free-college-now-a-reality-in-these-states.html

[7] Simon Romero and Dana Goldstein, "New Mexico Announces Plan for Free College for State Residents." *New York Times*, September 18, 2019. https://www.nytimes.com/2019/09/18/us/new-mexico-free-college-tuition.html

[8] New York State, "Tuition-Free Degree Program: The Excelsior Scholarship," Accessed September 20, 2019. https://www.ny.gov/programs/tuition-free-degree-program-excelsior-scholarship

[9] Office of Student Access and Completion, "Oregon Promise," Accessed September 20, 2019. https://oregonstudentaid.gov/oregon-promise.aspx

[10] TN Higher Education Commission & Student Assistance Corporation, "Tennessee Promise," Accessed September 20, 2019. https://www.tn.gov/tnpromise

[11] Katrease Stafford, "$3.5M grant to fund Detroit Promise Scholarships," Detroit Free Press, May 1, 2017, accessed November 7, 2019. https://www.freep.com/story/news/local/michigan/detroit/2017/05/01/detroit-promise-scholarships/101154434/

[12] David Jesse, "Wayne State offers free tuition to Detroit teens who graduate high school," Detroit Free Press, October 23, 2019. Accessed November 7, 2019. https://www.freep.com/story/news/education/2019/10/23/wayne-state-free-tuition-detroit/4064402002/

[13] U. S. Department of Education, Office of Federal Student Aid, "Closed School Monthly Reports," Accessed

the pool of potential academic librarians is in decline as evidenced by the drop in MLIS degrees awarded (between 2012 and 2017, there was a 34.9% drop in number of LIS masters degrees awarded, from 7,443 in 2012 to 4,843 in 2017).[14] Of the MLIS degrees awarded between 2014 and 2018 the number of placements in academic libraries is holding steady in the 21-23% range.[15], [16] However, the portion of the LJ Placements and Salaries article accessible indicated that "college/university libraries attracted 22% of the 2018 LIS Graduates, down slightly from the prior two years,"[17] which of course could have a negative impact on ACRL membership. The decline during and after the 2008 recession may be stabilizing, as the U.S. Bureau of Labor Statistics projects a 6% increase (as fast as average) job outlook.[18] While job growth is indicated as fast as average again, it is a decline from the 9% listed in the previous year.

Another factor that could influence the size of ACRL's membership is whether academic libraries are requiring those they hire to hold MLIS degrees. Anecdotally, we are hearing that, especially at large research libraries, subject specialists and other professional staff (IT, HR, development, marketing, etc.) are being hired to do work that once required an MLIS. A recent study of ARL directors found that while 1/3 of ARL directors did not perceive the MLIS as necessary, 42% did and it is these directors who will hire the next generation of those working in academic and research libraries.[19]

The ACRL Board and Budget & Finance Committee at their joint meeting in January 2016, learned from consultant Paul Meyer a number of trends in association membership overall, which are still on track ,

---

September 20, 2019. https://www2.ed.gov/offices/OSFAP/PEPS/closedschools.html.

[14] "Master's degrees conferred by postsecondary institutions, by field of study: Selected years, 1970-71 through 2016-17," *NCES*, accessed September 20, 2019, https://nces.ed.gov/programs/digest/d18/tables/dt18_323.10.asp?current=yes.

[15] Stephanie L. Maatta, "Placements & Salaries 2014." *Library Journal*, October 15, 2014, p. 26-33.

[16] Suzie Allard, "Placements & Salaries 2018." *Library Journal*, October 15, 2018, p. 16-21.

[17] Suzie Allard, "The Analytics Age," *Library Journal,* October 2019, p. 32.

[18] Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Librarians, accessed September 20, 2019, last modified date September 4, 2019, http://www.bls.gov/ooh/education-training-and-library/librarians.htm.

[19] Russell Michalak, Monica D.T. Rysavy, and Trevor A. Dawes*, "What Degree Is Necessary to Lead? ARL Directors' Perceptions," *College & research Libraries*, Vol. 80, N. 6, (2019). Accessed November 7, 2019.https://crl.acrl.org/index.php/crl/article/view/23526/30835

including: there is an increase in specialty organizations; there is greater competition for membership dollars and time; the number of association memberships per individual/company is declining; employer support for membership has declined and; and there is an increased focus on engagement to retain members.[20]

The overall growth for the economy is rebounding with a projected 2.3% increase for 2019, which is less than the projected increase of 3.1% from 2018,[21] but the fragile and somewhat mixed outlook for the economy extends to higher education as well. The Higher Education Price Index (which projects major cost factors for colleges and universities) is forecasting a 2.6% increase for 2019, which is slightly down from 2.8% projection from a year ago.[22] However, "unlike after previous economic downturns, state spending on higher education has not bounced back as the economy rebounds,"[23] and continues to decline. As stated in the overview, in the last ten years, state funding has decreased by $9 billion when adjusted for inflation, and "state appropriations per full-time student have fallen from an inflation-adjusted $8,489 in 2007 to $7,642 in 2017."[24] Decreased state funding is a trend, as funding for public two- and four-year colleges remains well below pre-recession levels in almost every state and in the school year ending in 2018, funding was more than $7 billion below its 2008 level, after adjusting for inflation. Without considering inflation, state fiscal support for higher education grew by just 1.6 percent in 2018, according to the most recent Grapevine survey which noted that the level of support is "down sharply from a 4.2 percent increase last year and represents the lowest annual growth in the last five years."[25] "In only six states have higher education budgets returned to or surpassed their pre-recession

---

[20] Paul Meyer, *Tecker International* (presentation, Joint meeting of the ACRL Board of Directors and Budget & Finance Committee, ALA Midwinter Meeting, Boston, January 11, 2016).

[21] "An Update to the Economic Outlook: 2019 to 2029," *Congressional Budget Office*, August 21, 2019, https://www.cbo.gov/publication/55551.

[22] "Higher Education Price Index (HEPI) Estimate for August 2019," *Commonfund*, September 4, 2019. Accessed on September 24, 2019. https://www.commonfund.org/news-research/index/hepi-estimate-august-2019/.

[23] Luba Ostashevsky, "As economy rebounds, state funding for higher education isn't bouncing back," *PBS News Hour*, September 14, 2016, http://www.pbs.org/newshour/updates/economy-rebounds-state-funding-higher-education-isnt-bouncing-back/.

[24] Jon Marcus, "Most Americans don't realize state funding for higher ed fell by billions," *PBS News Hour*, February 26, 2019, https://www.pbs.org/newshour/education/most-americans-dont-realize-state-funding-for-higher-ed-fell-by-billions.

[25] Rick Seltzer, "'Anemic' State Funding Growth," *Chronicle of Higher Education,* October 23, 2018.

levels; in 19 states, expenditures per student are at least 20 percent lower than before the recession."[26] To cope with these cuts, institutions have raised tuition and made deep cuts to programs and services, reducing access to college education for some and calling into question the quality of the program remaining.[27] However, some see a coming limit to how much tuition can be increased, which may mean continuing jockeying for the same finite resources. [28]

Fewer financial resources may also have contributed to the consolidation of vendors in the library marketplace.[29, 30] Fewer vendors will mean a smaller pool of companies to provide sponsorships, rent exhibit space, support library and association programs.

This continued state of lower funding and a consolidation in the marketplace will impact ACRL's FY21 budgeted revenue expectations. We expect that library budgets and individual spending will continue to be reduced and thoughtfully considered. A quick recap of ACRL's FY19 revenue streams) vary based on project and timing. Gross revenues for consulting were below budget due to fewer than expected clients in the 4th quarter, but first-quarter FY20 is off to a busy start. Webinar revenues exceeded budget in part due to a successful multi-part series. Revenues from licensed workshops were below budget, and the ACRL Conference may reduce interest in local/regional professional development, which could impact FY21 revenue. The ACRL Conference was a programmatic and financial success. While registration, advertising, and exhibits performed slightly under budget, the generosity of ACRL sponsors exceeded budget, and staff reduced expenses leading to higher net revenue than budgeted at about

---

https://www.insidehighered.com/news/2018/01/22/state-support-higher-ed-grows-16-percent-2018.

[26] Jeffrey Selingo, "States' decision to reduce support for higher education comes at a cost," Washington Post, September 8, 2018, accessed October 24, 2018. https://www.washingtonpost.com/education/2018/09/08/states-decision-reduce-support-higher-education-comes-cost/?noredirect=on&utm_term=.4f55fd302b14

[27] Ibid.

[28] Dan Nemser and Brian Whitener, "The Tuition Limit and the Coming Crisis of Higher Education," The New Inquiry, March 26, 2018. Accessed November 9. 2018.https://thenewinquiry.com/the-tuition-limit-and-the-coming-crisis-of-higher-education/

[29] James M. Day, "Consolidation of the Library Vendors," *Library Technology Launchpad*, October 12, 2016, http://libtechlaunchpad.com/2015/10/12/consolidation-of-the-library-vendors/.

[30] David Parker, "ATG Special Report — Industry Consolidation in the Information Services and Library Environment: Perspectives from Thought Leaders," *Against the Grain*, July 6, 2016, http://www.against-the-grain.com/2016/07/industry-consolidation-report/.

$342,000 over the two-year planning period. We hope to be able to deliver similar results for the FY21 ACRL Conference, but recognize that Seattle will be a far more expensive venue than Cleveland.

The FY21 budget will incorporate revenue from expanded business initiatives, such as increasing opportunities for sponsored content, more licensed workshops, and more book sales. In FY21, there will be new and expanded initiatives pertaining to ACRL's Core Commitment to equity, diversity and inclusion. In October 2019, a newly created joint ACRL/ARL/ODLOS/PLA task force, The Building Cultural Proficiencies for Racial Equity Framework Task Force, was created. The task force will seek to have a new cultural competencies document, *Building Cultural Proficiencies for Racial Equity framework*, for public and academic librarians completed by Annual 2020.

In recent years, ACRL has been tasked by its Board and Budget & Finance Committee to spend down its net asset balance, and to look for appropriate opportunities to "invest" a portion of this net asset balance in strategic programs and services that serve the membership. Recent examples of such investments include the promotion of Project Outcome, research grants to practitioner-scholar academic librarians to carry out research identified in the 2019 research agenda, and digitization of past issues of *C&RL News*. Through careful stewardship the net asset balance, which had grown to $5,002,115 at the beginning of FY16 has through careful investments in strategic initiatives been reduced to $3,311,824 (August Final Close) at the end of FY19. As ACRL has a FY20 investment budget of -$923,241 and the FY20 mandated operating reserve is $1,052,784, the Board, Budget & Finance Committee, and staff, will closely monitor revenues and expenses in FY20 to ensure that the FY20 year-end balance remains at a healthy level to begin FY21. ACRL has spent down its net asset balance as planned, and now we are looking to build a budget that balances expenses with revenue. Such investment in programs and services requires staffing support, and staff continues to look for ways to streamline procedures and automate processes where possible, freeing up more of their time for strategic initiatives. Going forward, it is expected that the ACRL Board and Budget & Finance Committee will take a much harder look at any proposed new expenditures, as ACRL would need increased revenue streams (e.g., more members joining, increasing book sales, or projected growth for conference and professional development registrations) to support potential requests for increased or new expenditures. Our goal is to moderate many operational expenditures to be more in-line with current revenue expectations while aligning the budget to support the Plan for Excellence and the core commitment to equity, diversity, and inclusion through strategic investments from ACRL's net asset balance.

While ACRL works to achieve the appropriate net asset balance, it will reduce transfers to its long-term investment fund. In FY19 ACRL transferred $125,000 in appreciation from its LTI to its operating budget to support strategic initiatives. Without the two-year notification required by ALA, ACRL can transfer up to $49,999 to its LTI; transfers above $50,000 require the two-year advance notification.

Note: These assumptions were reviewed by the Budget & Finance Committee during its virtual meeting on November 7, 2019 and updated to include their comments and suggestions.

Choice FY21 Budget Assumptions

General Remarks

Over the past few years a quiet change has been taking place at Choice. While revenues from 2013 to the present are down overall, during this period the *distribution* of revenue among our three revenue streams—subscriptions, licensing, and advertising/sponsorships—has changed in an interesting and important way. Bolstered by the introduction of a new review service, *ccAdvisor*, and the rebuilding of *Choice Reviews*, subscription revenue has held steady at around 51% of total unit revenues, this despite a continuous drop in circulation in our print properties. On the other hand, royalties from the licensing of our reviews to third parties fell dramatically, from 26% of unit revenues in FY13 to only 20% today, offset by a corresponding rise in advertising and sponsorship revenue, from 19% in FY13 to 25% by the close of FY19.[31]

Buried in this last figure is an important trend. During the period in question, in-publication advertising—print ads in *Choice* magazine and banner ads in *Choice Reviews* and *ccAdvisor*—fell from 87% to 47% of all ad revenue, while *sponsorships*—of newsletters, white papers, podcasts, and webinars—rose from 13% to 53%. This rise in sponsorship revenue is an important indicator of a larger trend at Choice: the development of an audience outside of the collection-development space, an audience eager to consume Choice content in formats and on platforms far removed from reviews.

So while the circulation of *Choice* magazine has fallen, from 1,569 institutions in FY13 to 847 today, and while digital circulation (*Choice Reviews*) has risen by only a few percentage points, we have during this same period quietly been amassing a readership of far greater size and diversity. Consider these engagement figures from the year just finished:

- Choice newsletter subscribers: 13,570 (6 monthly newsletters)
- Webinar registrants: 17,013[32] (24 webinars)
- Webinar attendees: 6,307
- Webinar screenings on the Choice Media Channel (YouTube): 13,127
- The Authority File podcasts: 33,532 downloads and streams (34 episodes)
- White paper downloads: 2,804 (3 reports)
- Bibliographic essay sessions on LibGuides platform: 43,502
- Bibliographic essays viewed: approximately 10,915
- Facebook followers: 10,475
- Facebook “post reach”: 81,099
- Twitter followers: 1,402 (up 17% year over year)
- Twitter impressions: 394,100

---

[31] The final 4% is “other” revenue, largely from the sale of remaindered books.

[32] Lifetime webinar program stats (not de-duped): Registrations: 97,780; attendances: 35,726

With the exception of social media and the bibliographic essays, all of the above are funded by sponsors, and all are offered to librarians at no charge.

Clearly, even as the demand for our reviews is moderating (keeping in mind that subscriptions still generate half our income), there has been no fall-off in interest in research-based and professional-development content. Content, in other words, that helps librarians do their work better. As the engagement figures shown here attest, the demand for information of this sort is only growing. Sponsors have recognized in this demand an opportunity to connect with librarians more directly than was possible via traditional advertising, and the result has been a situation that redounds to the benefit of both.

For fiscal 2021, then, as indeed for the current year, Choice has twin paths to tread. On the one hand, we need to take a hard look at our review publications to determine whether the format and range of our reviews support contemporary collection-development practices. Do we need longer, more synthetic reviews of fewer, better-chosen monographs? Should we be doing more to review open access sources? Important works of fiction? Should we open the "archives" (based on some arbitrarily chosen date) of Choice reviews and turn them into a curated bookstore for the intellectually curious? Do we need to supplement our review publications with additional non-review content?

At the same time, we are looking to strengthen our portfolio of professional-development resources and, along the way, our relationships with the sponsors who support them. Already this year we are moving to expand our podcast program through the development of a companion series to The Authority File, featuring in-depth conversations about contemporary trends, best practices, and case studies important to the academic community. Also planned are more event-based live podcasts, modeled after our successful series at this spring's ACRL conference. Finally, and just as important, this year and next we are revamping our website, Choice360.org, in order to provide easier access to the full range of our products and services from a single location. All of these efforts are in the service of expanding the reach of Choice to a larger audience.

When we set out to rebrand our unit in 2015 one of our goals was to change the perception of Choice, from simply "reviews" to "publishing unit." From "collection development" to "multiplatform information provider." That year, subscriptions, royalties, and in-publication advertising generated by our core reviews of new academic monographs accounted for some 90% of all Choice revenue. This past year, these same reviews generated 74% of unit revenue, and in this change, and especially in the size of the audience we are attracting for non-review content, we are beginning to see some success in our rebranding efforts. Obviously, we are far from finished, but our work up to this point has without doubt produced a more diversified and valuable portfolio of goods and services for our membership.

* * *

Choice Reviews and Choice magazine

This past year circulation and subscription revenue from *Choice Reviews*, both of which had remained relatively flat in recent years, showed signs of weakness. Circulation was off by 5% and revenue by 3%. Without benefit of any special foresight in this area, and in the absence of any one-time event or factor that would account for this decline, it is prudent to assume similar results for the period ending twenty-three months from now. Print declines have been more reliable (!) During FY19 *Choice* magazine revenue was down 10% to prior year, and *Cards*, 7%. Were it not for the very favorable gross margin (55%) we enjoy on the cards, we would have discontinued publication of this admittedly anachronistic format years ago. In keeping with long-term trends for these publications, for FY21 we are forecasting an annual decline in subscription revenue of 8% for the magazine and cards.

ccAdvisor and Resources for College Libraries

At the close of its second year, CCA is available in approximately 240 academic libraries in the United States, a circulation heavily dependent on two consortial subscriptions, from the Center for Research Libraries and the Colorado Alliance of Research Libraries, with only modest uptake from individual colleges and universities or from other consortia. In an effort to drive subscriptions, in the late spring of this year we partnered with EBSCO as our exclusive sales agent (save for the two consortia noted above) for CCA, but the results of their efforts, still in their infancy, will not be known for several more months. Given this, it is premature to forecast FY21 revenue other than to acknowledge the roughly $35K (half the gross revenue) stemming from the CRL and CARL contracts.

Resources for College Libraries, our co-publication with ProQuest, has generated a fairly stable revenue stream in recent years, but because ProQuest is solely responsible for sale of the database, we have no visibility into their efforts save for the information we receive in monthly calls with the marketing staff. Recent changes at ProQuest have once again brought us a new marketing manager (our third in a little over a year), and the results of her efforts, let alone those of the sales force, remain to be seen. Overall, we are forecasting revenue in line with or slightly below recent performance, which has garnered approximately $140K annually. We also derive some incidental licensing revenue from ProQuest's designation of titles in eBook Central as being members of the RCL core-title list. This auto-renewable revenue is currently worth $20K annually.

Third-party Licenses

Choice reviews are not published in native formats alone. In fact, 30% of the revenue generated by Choice reviews (exclusive of advertising), and 20% of total unit revenues, derives from the license of these reviews to wholesalers and aggregators. During FY19 these licenses generated over half a million dollars in royalties. The largest of these contracts, with Books in Print/Syndetics (ProQuest) is scheduled for renegotiation at the end of this year. Historically, ProQuest has looked for reductions on the order of 15% during these discussions and should that prove to be the case again we will be looking at a loss of about $18K during the first year of the renewal license. All other licenses are presumed unchanged, bringing to around $500,000 the royalties generated by the licensing of our reviews this year, and this amount will be carried forward to FY21 unless later circumstances dictate otherwise.

Advertising and Sponsorships

Sponsorships are growth opportunities for Choice. As we noted in the introduction, "traditional" advertising—space and banner ads in *Choice, Choice Reviews,* and *ccAdvisor*—now comprises only 47% of our total advertising and sponsorship revenue, down from 87% in FY13. The remainder comes in the form of publisher underwriting of newsletters, eblasts, webinars, podcasts, and white papers, which together brought in some $318K in FY19. The latter three of these in particular represent a publisher spend related to its brand as a whole rather than the promotion of a particular product or service. In FY19, this "brand" or "content" marketing (i.e., from webinars, podcasts, and white papers) garnered just over $200,000 in advertising revenue. Prospects for FY21 are discussed below.

Webinars. Now in its seventh year, the Choice/ACRL webinar program is well established and continues to draw large and enthusiastic audiences. Early concerns about the limited life-cycle of our program, while not dispelled altogether, seem premature, in part because the professionalism of our productions and the guidance we provide at every step of the process have made our webinars a trusted venue for sponsors, who increasingly look to us for support in approaching the academic library market. FY19 was a strong year for the program; we expect FY20 to be every bit as strong (bookings through the end of 2019 are running $20K ahead of last year); and so we are forecasting revenues at least equal to those of FY19 in FY21. That said, the future of the program is only as strong as advertiser budgets, a factor beyond our control.

Podcasts. During this past year the popularity of The Authority File accelerated rapidly from its inaugural year, with audience engagement growing by 62%; even more impressive, figures for this September are up 140% (4,241 v 1,789 downloads and streams) from a year ago. In light of this growth, we are beginning a companion series to The Authority File, this one a serial-style podcast, in narrative format, highlighting individual library stories. The pilot series will tell the story of the "rebirth" and reconceptualization of Lone Star College-Kingwood's library following the total loss of its collection during Hurricane Harvey in 2017.

Financial performance has been no less encouraging. Between FY17 and FY18 revenue grew 80%, and bookings for FY20 are already at 102% of budget. Given this and the evident popularity of the program, we are forecasting a further 25% growth, on a relatively small base, for FY21.

White Papers. Finally, our white paper program, more labor- and time-intensive than either webinars or podcasts on a unit basis, is growing more slowly, restrained both by resource issues at Choice and by sponsor participation. To wit, we have found sponsors for three of the four papers published since the inception of the program and for one of the two papers scheduled for release this year, and we are still working to find the right topical balance between the needs of librarians and interest by sponsors. (Library outreach, for instance, has garnered underwriting support; research data services have not.) Our ad sales manager reports healthy interest in the program but difficulties in getting commitments for this relatively expensive item unless the spend is first factored into a sponsor's annual budget. The longer sales cycle this entails, and the scant staff resources available to produce the studies, are serving

to limit the number of publications we publish. On a *pro forma* basis, therefore, we are assuming two white papers in FY21, with gross revenue of $30,000.

* * *

These budgetary assumption discussions are curious documents, written as they are a scant twenty-five days into the *prior* fiscal year. While it is difficult at this early date to know just what FY20 will bring (let alone FY21), what we *do* know is that business planning and strategic discussions are more or less constant at Choice, with new ideas under constant scrutiny, refinement, and, where feasible, testing.

With these points in mind, we make the following *pro forma* assumptions regarding the FY21 budget found on page 21 .

General Assumptions

Basic Budget Assumptions

1. All ALA and ACRL fiscal policies will be followed in the development of the budget.
2. The mandated reserve (as set by the ACRL Board, following ALA policy) for ACRL and *CHOICE* will be maintained.
3. Professional development offerings must be operated on a full cost-recovery basis.
4. Non-serial publications must be operated on a full cost-recovery basis.
5. Salaries and benefits for division staff will be equal to or less than 45% of the total operating budget using a 2-year average to match the swings in the operating budget.
6. Total administrative costs for the Division will be equal to or less than 60% of the total operating budget using a 2-year average to match the swings due to the ACRL Conference.
7. New projects that don't generate revenue will be charged to the membership services category.
8. Personnel allocations for salaries, benefits, and other related costs and office services, such as postage, copying, telephone, etc., will continue to be charged to the various programs as a percentage of the time spent on the programs.

Modified accrual accounting

ALA uses accrual accounting, a method which recognizes revenues and expenses at the time the event is held, or product delivered. This method ensures that revenues are on hand for refunds should said event or product not be delivered. However, ACRL has requested that ALA continue to "recognize" the expenses leading up to the conference/event as they occur so that staff can monitor expenses and adjust as needed. Should ALA be able to develop easily obtained reports detailing expenses, ACRL would consider switching to a full accrual system. At this time, however, we are "paying as we go" and earning the revenues only after we deliver the product, e.g., the publication, the conference, etc.

Given that FY21 is a conference year, ACRL would expect to generate net revenues. However, due to the investment of ACRL's net asset balance in strategic initiatives, since 2017, the FY21 budget may require a deficit as we ease back on some things. We want to align expenses with revenues but at a minimal

disruption to members. The Budget & Finance Committee and staff will closely monitor the deficit budget to ensure that ACRL's net asset balance remains above the mandated operating reserve (i.e., one-quarter of the average of the last four years of expenses).

Revenues

+ Primary sources of revenue will be education (e-learning, institutes, pre-conferences), publications (including advertising and sponsorships), dues and donations.
+ At least $25,000 will be budgeted for donations to ACRL Friends (pending further discussion by the Board as to the type of campaign to launch for FY21).
+ The Colleagues program has been a strong source of revenue for ACRL programs and special activities in past years. Although fundraising has gotten more difficult, dedicated member leaders continue to exceed expectations in the fundraising for the ACRL Conference. Other programs have been slightly more challenged, e.g., awards, as sponsors continue to look for more engagement with customers in return for their sponsorship. Staff will budget conservatively for donations related to specific projects. (Projects 3206, 3800, 3833, and 3835).
+ An estimated $135,000 in income from the ACRL long-term investments will be recognized in the draft operations budget (final amount will be derived in consultation with ALA Finance staff to ensure that will be the eligible expected earnings) (Project 3200).

Expenses:

– Travel and communication costs will continue to increase and will be carefully monitored (all projects). Travel and administrative expenses were reduced based on prior year actuals.
– All staff positions will be filled. An additional part- or full-time position may be considered as we look at how to best enhance Project Outcome. An additional staff position was removed from the draft budget. Some funds will be budgeted for interns and temporary help.
– Friends Fund disbursements for FY21 will be budgeted at a minimum of $50,000 in anticipation of successful fundraising for 2021 ACRL Conference scholarships. (Project 349-3831)
– $60,000 budgeted from operating to support ACRL 2021 scholarships.

Assumptions by Strategic Goal

Goals are listed in the order in which they appear in the *ACRL Plan for Excellence.*

Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes

Objectives

1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
2. Promote the impact and value of academic and research libraries to the higher education community.
3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.

4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

Expenses

- $21,000 will be budgeted for research grants to practitioner-scholars to carry out research on key questions identified by the June 2017 Academic Library Impact action-oriented research agenda. These will be awarded through a competitive selection process (7 grants of $3,000 each); (*Project 3703) Reduced to 4 grants for a total of $12,000; but should consider if this program should be continued as this is its 4th year.*
- $10,500 will be budgeted for dissemination costs for those awarded research grants in FY20 (7 people x $1,500 each); (*Project 3703)*
- $11,250 will be budgeted for support for academic librarians to present at higher education conferences about VAL related topics, above and beyond the ACRL Liaisons program. These will be awarded through a competitive selection process (6 people @ $1,875 each as follows: $800 conference registration, $1075 travel, breakdown: $450 flight, $200 hotel x 2 nights, $50 per diem x 3 days, $75 ground transportation); (*Project 3703) Program being reviewed and expanded beyond VAL. Reduced budget to awards for 4 people for a total of $7,500.*
- $2,500 will be budgeted for potential VAL activities in consultation with the chair of the VAL committee. *(Project 3703)*

Student Learning

Goal: Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

Objectives

1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

Expenses

- $2,500 will be budgeted for potential SLILC activities in consultation with the chair of the SLILC committee (Project 3711).
- $10,890 will be budgeted for maintenance and development of the Information Literacy Sandbox (Project 3711).
- One Immersion Program will be offered in FY21: the redesigned Immersion curriculum which integrates content from the separate tracks into one offering. (Projects 3830). The program will break even or net a small profit. We are also planning on offering at least one regional Immersion program at a location to be determined (Project 3834). This change addresses the trend toward making more regional programming available. All Immersion programs will be offered on a cost-recovery basis. Because of its proven-track record of drawing a consistent number of participants, registration revenues will be budgeted at 95%. (Project 3830)
- Funds will be budgeted for one Immersion facilitator observer for the non-regional Immersion Programs (Projects 3830).

Research and Scholarly Environment

Goal: The academic and research library workforce accelerates the transition to more open and equitable systems of scholarship.

Objectives

1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

Revenues

+ $10,000 will be recognized from hosts of the 5 subsidized scholarly communication workshops, which are partially subsidized (@$2,000 each). (*Project 3702*)

Expenses

- Continue offering ACRL licensed workshop on Scholarly Communication with up to five subsidized versions on a partial cost-recovery model. Delivery to five locations means an estimated direct cost of $16,750 total: $9,250 travel = (2 presenters x 5 workshop locations) * ($450 flight + $300 hotel ($200 * 1.5 nights) + $100 2 days per diem + $75 ground transportation) and $7,500 honorarium ($750 x 2 presenters x 5 locations). (*Project 3702*)
- $2,500 will be budgeted for scholarly communication activities in consultation with the chair of the Research and Scholarly Environment Committee. (*Project 3702*)
- $30,000 will be budgeted for research grants to practitioner-scholar academic librarians to carry out research on key questions identified by the Spring 2019 action-oriented research agenda. These will be awarded through a competitive selection process (6-10 grants of $3,000 - $5,000 each); (*Project 3702*) Could consider reducing but this supports ACRL's EDI initiatives.
- $10,500 for dissemination costs for those awarded research grants in FY20 (7 people x $1,500 each)
- An additional $29,257 is budgeted to pay the following:
    - $15,010 for Library Copyright Alliance ($15,010 shown in Govt. Relations Project 3704)
    - $6,750 for SPARC dues;
    - $5,000 for Open Access Working Group;
    - $497 for COUNTER dues;
    - $4,000 for OpenCon2021, 2 sponsored scholarships; Reduced to one sponsored scholarship for a total of $2,000
    - $3,000 for advocacy efforts to influence legislative and public policy (*Project 3702*) (removed from budget as rarely used historically

New Roles and Changing Landscapes

Goal: The academic and research library workforce effectively fosters change in academic libraries and higher education environments.

Objectives:

1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

Expenses

- $2,500 will be budgeted as a placeholder for new initiatives to support this goal. (Project 3403)
- $1,500 in ongoing costs for the online "Leading Change" course launching in FY20. (Project 3403)

Equity, Diversity and Inclusion

Revenues

+ $24,000 in revenues from the ACRL Diversity Alliance will be budgeted. 48 institutions @ $500. Number of institutions based on 90% of 2018 membership (Project 3402).
+ $5,490 budgeted for ACRL 2021 Diversity Alliance Preconference (Project 3402)

Expenses

- $1,500 in ongoing costs to support for the ACRL Diversity Alliance (Project 3402).
- $14,000 will be budgeted to support two ALA Spectrum Scholars. The B&F Committee and the Board recommended to increase support from one to two Spectrum Scholars. The Board approved at its 2018 Fall Meeting. (Project 3838).
- A portion of ACRL scholarships (Project 3838; full budget in "Scholarships" section) will go to underrepresented groups in FY21. In FY19, the following were awarded and ACRL will aim to award at similar levels depending on donations received in FY21:
    - ACRL awarded $12,000 in Immersion scholarships to support the participation of six academic and research librarians from under-represented backgrounds or working at under-represented institutions to attend the 2019 Immersion Program.
    - Of the $124,210 in ACRL 2019 Conference scholarships awarded, $56,000 supported the participation of 78 academic librarians, support staff, and students from under-represented backgrounds or working at institutions serving under-represented groups.
    - ACRL awarded $16,555 to 20 RBMS 2019 Conference scholarship recipients to support the participation of 13 academic librarians and students from under-represented backgrounds or working at under-represented institutions.

Enabling programs and services: Member Engagement

The following budget assumptions are presented by enabling program and service area so that we continue to think of resource allocation aligned with the strategic plan.

Membership Services

Revenues

+ Membership revenues will be budgeted using the FY19 actual. The FY21 revenue was projected based on the August 2019 membership of 9,313 (this number excludes the 206 non-dues paying members in FY19). FY21 will be a conference year for ACRL. While historically membership increased in an ACRL Conference year, ACRL has not enjoyed that increase in 10 years; at best the ACRL Conference seems to slow the decline in membership. In Fy19 ACRL lost 1% of its membership; for FY21 membership will be budgeted at a.74% decrease over the FY19 membership actual of 9,313 personal members. ACRL may increase dues slightly in FY20 (if the Board implements an increase based on a possible change to the HEPI index). The initial personal membership rate for FY21 will based on FY19 HEPI and then updated to reflect the FY20 HEPI. Staff will continue to adjust this recommendation based on the monthly membership reports and quarterly HEPI forecasts.

Expenses

- Membership benefits and support for member services will be budgeted following FY19 actual. (Project 3200)
- ACRL will budget $5,000 to sponsor five ALA Emerging Leaders. (Project 3200) Reduced from five to three sponsorships to save $2,000.
- ACRL will budget $4,500 (updated number in assumptions to match $4,500 at MW19) to print *C&RL News* wraps welcoming new, reinstated, and renewing members and encouraging lapsing members to renew. (Project 3200)
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: $5,000/2
- $50,000 for as yet unidentified strategic initiatives will be budgeted. (Project 3200-5350) This was reduced to $25,000.
- $25,000 for the 3-year membership survey. (Project 3200) Removed from budget.
- $10,000 will be budgeted for focus groups at the ACRL Conference in 2021.

Board and Executive Committee

Expenses

- Funds will be budgeted to support a suite for the ACRL President at Annual Conference—typically about $340/night/5 nights. As ALA sunsets MW a suite may not be needed at MW 2021. *(Project 3201)*
- Funds estimated at $63,022 will be budgeted for a FY21 Board Strategic Planning and Orientation Session. Funds will be budgeted to include senior staff participation in the Strategic Planning Session as well as chairs/ vice-chairs of the four goal-area committees and the EDI Committee. *(Project 3201)* This is still currently in the draft budget pending discussion by Board at Midwinter 2020.
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: $5,000/4 (Project 3201)

- After the MW 2020 welcome breakfast it will be decided whether the event should continue, and funds could be added to the budget after MW.

Advisory services and consulting

Revenues

+ Gross revenues of $88,500 will be budgeted for consulting services in FY21, yielding a modest net of $7,300. (Project 3203)

Discussion Groups

Expenses

- No funds beyond staff support will be budgeted as discussion groups do not receive a base funding allocation.

Awards

Expenses

- Donations to support awards will be recognized and staff time, administrative fees, and direct expenses will be budgeted to support the awards program, which consists of 21 awards. (Project 3206)
- Administrative fees will be allocated to 4429 instead of 4490, saving approximately $600 in overhead.

Chapters

Expenses

- Per member allocations to ACRL Chapters will be funded at $1.00 per ACRL member residing in the state or region but budgeted based on historic usage of these funds which is below the maximum funding allowed. As ACRL looks to reduce expenses this area of expense reimbursement merits examination. Less than half of the chapters avail themselves of this funding. (Project 3207)
- Funds will be budgeted to support the ACRL Chapter Speakers Bureau program, which funds ten visits to ACRL chapters by ACRL officers. (Project 3207)
- Because no chapter has ever requested funds under this program since its inception, no funds will be allocated in the FY21 budget to implement the Board's policy to give $10 to chapters for each new member of ACRL in the chapter's geographic region who joined in the previous fiscal year after chapters document membership campaign activities focused on recruiting to ACRL national. If a chapter did undertake this activity, ACRL could fund this from the net asset balance.

Committees

Expenses

- Committees are allowed up to $150 each. Based on historical requests, $1,200 will be budgeted.
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: $5,000/4Sections and Interest Groups

Sections

Expenses

- Expenses for sections will be budgeted using the section funding formula in place, a base allocation of $1,000.00 with an additional $0.75 per section member over 400 (as of August 31).
- Interest Groups are allowed up to $150 each. Based on historical requests, $1,500 will be budgeted.
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: $5,000/4

Liaisons to Higher Education Organizations

Expenses

- See Advocacy section.

Special Events

Expenses

- In recent years, the number of ACRL section and interest group special events at conferences has averaged 16 per year. With the reorganized Midwinter Meeting starting in 2021, the average number of events per year may drop to 13-14 as less units meet onsite. (Project 3833)

Government Relations (Project 3704)

Expenses

- $15,010 for Library Copyright Alliance ($15,010 shown in Scholarly Communication Project 3702)
- $6,000 will be budgeted to cover the costs of the officers (or other leaders) attending ALA's Legislative Day in Washington, D.C. (*Project 3704*) Reduced to $4,000 based on prior year attendance.
- $3,000 for general travel to support legislative and policy advocacy (*Project 3704*). Reduced to $2,000.

Scholarships

Expenses

- Funds for scholarships shall be budgeted as follows, although these amounts may be reduced as the budget gets assembled (Project 3838):
    - ACRL 2021 Conference @ $75,000; Reduced to $60,000
    - 2020 RBMS Conference scholarships @ $16,000 (based on estimated FY19 profit share): Updated to $18,000, average of last three year's profit share
    - Immersion Programs @ $12,000; reduced to $10,000
    - E-learning scholarships @ $1,000: eliminated
    - Support for 2 ALA Spectrum Scholars @ $14,000
    - Miscellaneous @ $3,000; eliminated

Annual Conference Programs

Expenses

- Financial support for ACRL's ALA Annual Conference programs will continue at $20,000 (per Board Action, June 2004). (Project 3835)
- The President's Program budget will be $7,500. (Project 3835)
- Funds of $200 will be budgeted for a front and back flyer that includes the award winners for the ACRL President's Program. (Project 3835)

Enabling programs and services: Publications

Non-periodical publications

Revenues

+ In FY21, non-periodical publications will be able to recover costs and net a small-medium excess revenue based on the current list of books in progress and expanding backlist. (Project 3400)
+ ACRL should see continued robust sales and royalties from EBSCO and ProQuest in FY21. (Project 3400)

Expenses

- Expenses will be budgeted higher than in previous years to account for increased costs of production, royalty payments, costs of sales, etc. as the new title count and backlist continues to grow. (Project 3400)

Library Statistics (Project 3202)

Revenues

+ We expect print sales to further decline as we undertake more aggressive marketing and product enhancements to the ACRL Metrics interface. ACRL Metrics revenue is expected to hold

steady at FY19 level unless additional consortial agreements are signed. Sales of the ebook versions of ACRL Trends and Statistics through ProQuest are expected to increase.

+ Revenue from the new ACRL/LLAMA Interdivisional Academic Library Facilities Survey database is expected to break even with expenses in the first year and revenue from the will be budgeted in 3202 (FY21).

Expenses

– We will budget to continue the ACRL Academic Library Trends & Statistics project. (Project 3202)

Standards and guidelines (Project 3204)

Revenues

+ A small amount of revenue from sales of bundles of the Standards for Libraries in Higher Education and IL Framework. Estimate of $1,300 is based on FY19 actual sales.

Expenses

– There should be no, or very limited, printing expenses in FY21 due to bulk order of both booklets for per unit cost savings in FY19 (Project 3204).

C&RL (Project 3300)

Revenues

+ *C&RL* revenue should be on par with FY19 actual (conference year to conference year comparison). (Project 3300)

Expenses

– Online hosting expenses should remain steady with FY19 actual. (Project 3300)

C&RL News (Project 3302)

Revenues

+ Subscriptions: Subscriptions dropped approximately 10% between FY18 and FY19. At this time, we will budget a similar drop for FY21 unless we see a material change in FY20 subscriptions year to date. Small annual subscription price increases have been implemented which will partially offset smaller number of subscribers.
+ Product ads: *C&RL News* revenue should be on par with FY19 actual (conference year to conference year comparison).
+ Classified ad revenues will be budgeted about 6.6% less than FY19 actual. Sales grew steadily from 2010 through 2017, then declined slightly in 2018 and 2019 as the job market plateaued. ALA JobLIST maintains high awareness in the LIS niche and is a uniquely powerful recruitment tool for the profession. But an uncertain economic environment and the possibility of new ALA policies restricting the ads JobLIST is allowed to publish—restrictions JobLIST's for-profit competitors don't face—potentially threaten its future performance. Online job ad revenues

and expenses are split with *American Libraries* 50/50 through operation of the ALA JobLIST online career center. *(Project 3302)*

Expenses

- Some funds will be budgeted to support marketing initiatives for the online career center, ALA JobLIST. *(Project 3302)*
- $14,000 will be budgeted to contribute to HRDR for operating costs of the ALA JobLIST Placement Center at ALA MW and AC. *(Project 3302)*
- $18,000 will be budgeted for ALA JobLIST's ongoing operating expenses, primarily a monthly fee to the platform provider. *(Project 3302; line numbers 5430 & 5412)*
- *C&RL News* page counts will remain at FY19 levels, pending revenues and expenses. *(Project 3302)*
- Slight increases in printing and postage are anticipated. *(Project 3302)*
- Ongoing online hosting expenses decreased compared to FY19 actual levels (per issue charges plus ongoing costs for altmetric data, Portico preservation, etc.) following the transition to Open Journal Systems in FY17. Additional expenses for special projects may be incurred as well. (Project 3302)

RBM (Project 3303)

Revenues

+ Subscriptions dropped approximately 10% between FY18 and FY19. At this time, we will budget a similar drop for FY21 unless we see a material change in FY20 subscriptions year to date. Small annual subscription price increases have been implemented which will partially offset smaller number of subscribers.

+ Print and online advertising revenue should be on par with FY19 actual (conference year to conference year comparison).

Expenses

- Online hosting expenses will remain at FY19 levels following the transition to Open Journal Systems in FY17. (Project 3303)
- Slight increases in printing and postage are anticipated. (Project 3303)
- Page counts should remain at FY19 levels. (Project 3303)

CHOICE

Keeping in mind the points made in the overview section, here are the following *pro forma* assumptions regarding the FY21 budget. (All percentages are to FY20 budget):

CHOICE Revenue

+ *Choice Reviews* subscription revenue will fall by 5%.
+ *Choice* magazine and card subscription revenue will both fall by 8%

+ Subscriptions to *Resources for College Libraries* will be in line with FY19 performance, at around $135,000. RCL licensing will remain at $20K for the use of RCL content in ProQuest's eBook Central.
+ Net (to Choice) revenue for cc*Advisor* will be budgeted at around $50K for combined subscriptions and advertising. This figure is contingent on as-yet-untested performance by the EBSCO sales force.
+ Advertising net revenues:
    - We are assuming continued weakness in *Choice* magazine advertising, yielding approximately $300 in gross revenue. Banner ads in *Choice Reviews* will be flat to current year.
    - Content marketing from newsletters, eblasts, white papers, and podcasts, will rise slightly on the strength of growth in podcasts.
    - Gross webinar revenue will remain at around $175K. Assuming the current financial split with ACRL (85/15) for webinars, this delivers around $150K to Choice before sales commissions.
+ Royalties from licensing of *Choice Reviews* will remain at or slightly below current levels, to perhaps $500K, for the reasons described herein.

CHOICE Expenses

- Choice will budget salary, benefits, and overhead according to the directives of ALA Finance.
- All other direct expenses, with the exception of amortization of capitalized expenses, will remain at or below FY20B levels, owing to continued economies and a recent reduction in force.
- Overhead assumption: 13.2% of revenue.

CHOICE Bottom Line

- Revenues will be down approximately 3%.
- Expenses will fall approximately 4%.
- For FY21, net revenue should come in on or close to break-even.

Enabling programs and services: Education

ACRL 2021 Conference (Project 3808)

Revenues

+ All revenues pertaining to ACRL 2021 will be recognized in April 2021 after the conference is held.
+ FY21 is an ACRL Conference year so total ACRL revenues will be approximately more than two million dollars more than FY20 total revenues.

+ Registration revenue for ACRL 2021 will be budgeted at a figure based on the average of our last two west coast conferences, plus ACRL 2019, which equals 3,077 registrants. This is a 1.5 percent increase from our 2019 conference in Cleveland but a 2.9 percent decrease from the average of the past four conferences which was 3,243.
+ We anticipate an increase to the ACRL 2021 registration fee in order to cover expenses (Seattle is a more expensive conference location than Cleveland) and to have a budget with a projected net revenue similar to the FY19 net.
+ ACRL 2021 exhibitor revenues will be budgeted with a modest decrease from 2019. We have dropped between 10-12 booths per conference since 2013 (375 booths actual 2017, 386 booths actual 2015, 398 actual 2013), with a fairly large 48 booth drop from 2017 to 2019. We will budget with a similar booth number as 2019, factoring in a slight decline for 2021.
+ ACRL 2021 sponsorship revenues will be budgeted around $225,000-$250,000 in consultation with the ACRL 2021 Colleagues Committee. We expect fundraising to be challenging due to the economic climate, tight budgets, and ongoing company mergers, so have planned for a decline from FY19 actuals.
+ Because conference revenues have consistently met or exceeded budget for at least the last ten conferences, 100% of revenues will be recognized.

Expenses

– We expect expenses for ACRL 2021 to be higher than FY19 as the cost of doing business continues to increase and Seattle is an expensive conference city in comparison to Cleveland.
– Staff are taking active steps to find cost-savings and reduce expenses when possible.
– The ACRL 2021 conference budget will include a modest amount of funds for “innovation” and/or new programs/services which will enhance the conference.
– Scholarships will be budgeted as a “contra-expense” transfer from ACRL’s scholarship project rather than shown as revenue.

Preconferences and workshops

Revenues

+ Revenues generated from registration fees will cover the costs for one Annual preconference, as the event is budgeted to at least break even. We will budget attendance conservatively to minimize the possibility of having to cancel due to low registration numbers. (Project 3811). Given that it is an ACRL Conference year, we will not plan for a preconference at the ALA Annual Conference.
+ The RBMS 61st Annual Conference will be held in FY21. Revenues and expenses for this program will be set to break even. (Project 3800) Given its strong 60+year history, registration revenues continue to be budgeted at 95% of the previous year’s registration figures.

Expenses

- Sections sponsoring preconferences (e.g., RBMS) in FY21 may participate in the program to share net revenue with ACRL, which is spent from the fund balance in FY20. (Project 3275 and 3838)

Online learning (Project 3340)

Revenues

+ E-learning webcasts and courses will be developed and offered in FY21. We project the number of multi-week course offerings to stay the same or decrease slightly from FY20 levels and expect webcast offerings to stay the same from FY20 levels. We anticipate total revenues will be a little down from FY20 actuals. (Project 3340)
+ ACRL and CHOICE will split revenues and expenses (15/85%) for the ACRL/CHOICE sponsored webinars and will budget approximately 30 of them in FY21.
+ ACRL will continue to offer group registration rates for e-Learning webcasts, as well as the "frequent learner program," and special pricing for webcast series. (Project 3340)

Expenses

- ACRL will continue to provide two complimentary e-Learning webcasts to ACRL chapters per fiscal year.

Licensed workshops (Project 3341)

Revenues

+ ACRL will continue to license full-day workshops to institutions, chapters, and consortia upon request. Seven available workshops will cover these topics: the Standards for Libraries in Higher Education, Scholarly Communication, Assessment, Open Educational Resources and Affordability, Research Data Management, the Framework for Information Literacy for Higher Education, and the Scholarship of Teaching and Learning. These programs will be offered on a cost-recovery basis and should generate a modest net. (Project 3341)
+ We project the number of workshops delivered to decrease slightly from FY20 levels due to the ACRL 2021 Conference. We anticipate total revenues will be lower than FY20 actuals. (Project 3341)

Expenses

- ACRL will continue to cover travel costs for new presenters to shadow workshops. With the expectation that ACRL will develop one new workshop in FY20 and one new workshop in FY21 and hire new presenters in FY21, ACRL will budget for 6 new presenters (3 for each new workshop) to shadow one workshop each in FY21.
- $20,000 to hold two curriculum development and refreshes per year.

Enabling programs and services: Advocacy

Strengthening partnerships with other organizations (Project 3501)

Expenses

- $30,000 will be budgeted to support the work of ACRL's External Liaisons Committee (formerly Liaison Coordinating Committee) through its grants working group. (Project 3501). Was budgeted at $22,000; reduced to $18,000.
- ACRL will continue organizational support Project COUNTER, CHEMA, EDUCAUSE (dropped EDUCAUSE Dues from draft budget saving $2,000), FTRF, American Council of Learned Societies, National Humanities Alliance, and CNI. (Project 3501)
- Modest funding to support additional visits (as opportunities arise) to higher education organization conferences and meetings and those of information –related organizations will be included in the budget. (Project 3501)

Communication on major issues and trends in libraries and Higher Education

Expenses

- Continue membership in Library Copyright Alliance at direct cost of $28,000 plus staff time, travel. (Projects 3702 and 3704)
- Funds will be budgeted to support ACRL's advocacy efforts to influence legislative and public policy. (Projects 3702 and 3704)
- The full Board will participate in a virtual spring meeting but $6,000 will be budgeted to cover the costs of the officers (or other leaders) attending ALA's Legislative Day in Washington, D.C. (Project 3704)

Project Outcome (Project 3712)

Revenue

+ Project Outcome offers fee-based group accounts for consortia that may bring in revenue. Fees range from $600 to $5000 per group, depending on the number of institutions. There are likely to be fewer than 5 groups added in a year.

Expenses

- $51,600 will be budgeted for monthly web maintenance costs for the ACRL Project Outcome toolkit. This includes $100/month for Amazon Web Services and $200/month for LarkIT. Community Attributes is paid monthly for maintenance and ad hoc troubleshooting (estimated at $4000/month).
- $20,000 will be budgeted for additional site improvements and new features, working with Community Attributes and in conjunction with PLA.
- $10,000 will be budgeted for continuing promotion of the toolkit at conferences (5 conference trips at $2000 each).
- ACRL staff time of at least 15 hours/week to: provide customer service and technical support for Project Outcome users, act as staff liaison to the Project Outcome for Academic Libraries Editorial Board, and organize new online learning opportunities.

Operations

Operational activities relevant to the quality of ACRL's strategic and enabling programs and services are reported below.

Staff and office

Expenses—ACRL

- ACRL's staff budget will include full staffing and may include an additional full or half-time person.
- $5,000 will be budgeted for contract services as needed. (Project 0000)
- Staffing costs for existing staff will be budgeted as directed by ALA Finance. (Project 0000)
- A small amount of money will be budgeted for replacement printers and furniture as needed. (Project 0000)
- Costs to provide professional development opportunities for staff will be budgeted. Budgeted funds for professional development and membership, business meetings, and general operational costs reduced.

Expenses—CHOICE

- See *Choice* expenses.

ALA Relationship

Long-term investment

+ ACRL's general overhead payment to ALA will be budgeted at FY21 levels as policy requires, currently estimated at about $811,598 (FY19 final actual).

Expenses—CHOICE

- CHOICE's general overhead payment to ALA will be budgeted at approximately $334,014 in FY21, based on FY19 actual (final close).

ACRL Virtual Vote FYI-2
(Also ACRL AC20 Doc 10.0 and ACRL AC20 B&F Doc 8.0)

Association of College & Research Libraries *A division of the American Library Association* 50 E. Huron St. Chicago, IL 60611
800-545-2433, ext. 2523
acrl@ala.org, http://www.acrl.org

This version is for reference only and reflects the overview that was shared at Midwinter 2020 and at the April 8, 2020 Spring Board Virtual Meeting. After the Spring Board meeting, staff reviewed the full FY21 budget and updated the budget based on the impact of COVID-19. The FY21 Budget presented to the Board and B&F Committee in June 2020 includes those edits.

For a full list of edits based on the impact of COVID-19, please see

- **FYI-3 ACRL FY21 Changes Spring 2020 to June 2020**
- **FYI-4 Choice FY21 Changes Spring 2020 to June 2020**

Further edits for Board/B&F consideration in June 2020 can be found in:

- **Doc 4.0 ACRL FY21 June Cost Savings Cover Form**
- **Doc 4.1 ACRL FY21 June Cost Savings**

To: ACRL Budget and Finance Committee

From: Mary Ellen K. Davis, ACRL Executive Director

Date: January 8, 2020

Re: Overview of FY21 budget

cc: ACRL Board of Directors

Executive Summary

ACRL TOTAL	FY21 Budget	FY19 Actual	$ Var from Actual	% Var from
Revenues	$5,114,171	$5,115,731	($1,560)	-0.03%
Expenses	$5,299,392	$5,234,168	$65,224	1.25%
NET	($185,221)	($118,437)	($66,784)	56.39%
Ending net asset balance	$2,205,975	$3,311,824	NA	NA

CHOICE TOTAL	FY21 Budget	FY19 Actual	$ Var from Actual	% Var from
Revenues	2,513,535	$2,520,863	($7,328)	-0.29%
Expenses	2,545,859	$2,698,854	($152,995)	-5.67%
NET	($32,324)	($177,991)	$145,667	-81.84%
Ending net asset balance	$2,530,436	$2,571,980	NA	NA

ACRL Budget overview

The attached spreadsheets (B&F Doc 7.1 & 7.2) document anticipated revenues and expenses for FY21 by project, based on the budget assumptions (B&F Doc 6.0) as developed by staff and the Budget & Finance Committee, and then revised and approved by the ACRL Board at its 2019 Fall Board Virtual Meeting. As we discussed during the Fall Board Meeting, the assumptions were a "wish list" and I was doubtful we could include all of them in the budget without a large deficit (or a sudden windfall—which hasn't happened, yet, and I don't expect to happen). Staff included all the assumed expenses in the initial draft budget and then reviewed the bottom line.

> The first draft of the FY21 budget, included all of the budget assumptions, and resulted in a significant deficit, in what would typically be a year in which ACRL would generate a significant net revenue due to it being an ACRL Conference year. The initial deficit brought the ending net asset balance closer to the "high risk" scenario the Budget & Finance Committee developed (B&F Doc 8.0). While technically we need only keep in reserve what a 1998 ALA policy requires (it has been average of one-quarter of the last four year's expenses and it is not clear if this policy is still in force, , ACRL adopted its own policy to the same effect, "ACRL will maintain a mandated Reserve Fund equal to at least 25 percent of the average annual expenditures excluding CHOICE over the four most recently completed years. The operating budget contains an expense line for the mandated reserve, and it is appropriately budgeted as part of the annual budget preparation. The Reserve Fund does not accrue interest to ACRL." Source: ACRL Board, July 1986, January 1991, revised June 1997.

In practice ACRL has kept a larger net asset balance. ACRL has done this primarily for two reasons: 1) it provides flexibility and gives the Board resources to tap into to support new initiatives and 2) should there be an extraordinary event, such as an ACRL Conference cancellation or major disruption to the attendance, there would be money on hand to sustain the organization. As another point of comparison, the Council of Higher Ed Management Association executive directors recently shared their net asset balance policies, and many were more conservative than ALA's (B&F Doc 9.0).

At the end of FY15, ACRL's net asset balance was sizeable; it had increased to $5 million. This was the result of careful stewardship, increasingly successful biennial conferences, and some frugality brought on by the Great Recession of 2008.

After reviewing the FY15 net asset balance the Budget & Finance Committee, Board, and staff agreed that more of this money needed to be put to work investing in programs and services that meet member needs, as

well as setting some aside in ACRL's Long Term Investment to increase that particular revenue stream. Over the last few years, ACRL put that money to work investing in programs, such as a research agenda on the value of academic libraries, services/education (including developing a database/sandbox) around use of the new *Framework for Information Literacy for Higher Education*, development of a research agenda for scholarly communications, investment in Project Outcome for Academic Libraries, developing curriculum for RoadShows, investments in scholarships to ACRL professional development events (in addition to those donated by individuals), investments in ACRL's LTI, and a transfer to CHOICE to support the development of new products.

After all of these investments, ACRL has successfully reduced its net asset balance to $3,311,824 at the end of FY19 and provided many new contributions/programs to the profession. Deficits budgeted for FY20 could reduce the net asset balance to $2,391,196.

This brings us back to the draft FY21 budget, which currently has a projected net asset balance of $2,205,975 against the minimum required by ALA/ACRL of $1,060,858. To present you with a draft budget that stayed above the net asset balance required by ALA/ACRL and closer to that recommended by previous Budget & Finance Committees, staff removed/reduced some expenses from those articulated in the FY21 budget assumptions (B&F Doc 6.0, Board Doc 10.0), while still investing in a number of programs and services. Some expenses were "trimmed," e.g., less money for travel, catering, supplies, staff professional development, etc. and some items were removed from the budget. Those removed and those with specific amounts called for and then reduced are noted on the updated Budget Assumptions (B&F Doc 6.0, Board Doc 10.0). A few of the eliminated or reduced expenses listed in the assumptions are highlighted here:

- Removed a staff position that is in the FY20 budget. This is the ACLS fellow position that ACRL extended to a third year at its own expense. This term ends in August 2010 and we will not continue this position.
- $50,000 for unplanned strategic initiatives reduced to $25,000
- Removed $25,000 for 3-year membership survey
- Reduced from $75,000 to $60,000 funds budgeted out of operating budget for ACRL 2021 Conference Scholarships.
- Reduced by $6,000 funds allocated to miscellaneous, e-learning, and Immersion scholarships.
- Reduced from $30,000 to $18,000 budgeted "grants" for liaison work, which has been underused.
- Reduced from $21,000 to $12,000 for grants to present about value of academic libraries as the program is in its 4th year.

The spreadsheets (B&F Doc 7.1, Board Doc 10.2) provide an overall executive summary that identifies revenues and expenses in the three main areas of membership dues and services, publications, and professional development. The next spreadsheet is an executive summary of the budget through the lens of the Plan for Excellence goals and enabling programs and services to provide a quick glance at how strategically ACRL's resources are allocated.

For those new to the ACRL budget, it is important to remember two things. First, ACRL has been in an aggressive spend down of its net asset balance, which had risen to $5 million, and was budgeting deficit budgets to achieve this. Second, ACRL's finances need to be considered as a two-year cycle; fiscal years ending in an even number are expected to have some deficit to cover the planning expenses for the next ACRL Conference. Fiscal years ending in an odd number would typically show net revenues that cover all of the planning expenses from the previous year,

as well as excess revenues to support member programs and services. This "seesaw" budget can be seen in Figure 1 (B&F Doc 16.1).

With success at reducing the net asset balance the Budget & Finance Committee should review its net asset balance scenarios (Joint Docs E & M) to determine the appropriate size of the net asset balance. The Committee may also want to suggest scenarios to the Board for any prioritization of ACRL's initiatives.

As one considers the FY21 budget, it becomes evident how dependent ACRL is on revenue from its professional development programs, especially its biennial conference. We continue to look for ways to diversify revenue streams and while there have been some upticks in revenues generated by book sales, classified advertising, and online advertising, these revenue streams can be a bit mercurial and advertising tends to increase in an ACRL Conference year and decrease in the following year (which we are seeing from FY19 to FY20).

FY21 revenue streams

As we consider ACRL's three standard revenue streams, here is how we projected for FY21.

- **Membership.** The number of ACRL members has been in a steady decline despite more efforts at retention. The FY21 revenue was projected based on a decrease of 0.74% on the August 2019 membership of 9,313 (excluding 206 non-dues paying members), the percentage of decrease we have seen in the last five non-conference years. ACRL has historically increased dues slightly up to the HEPI index but no increase is included in this draft budget as the Board has not yet acted on a dues increase. Revenues from consulting are projected to increase over FY20 as contracting with one of ACRL's consultants to manage the program has eliminated the need for a staff position to manage the program. A number of revenue-generating ideas are being explored.

- **Publications** are budgeted fairly flat or with a slight decline over FY20 with even classified advertising showing a small decline based on FY20 first quarter performance. As a reminder, last year ACRL recategorized its advertising revenues to distinguish between those that appear in a publication that is a perquisite of membership and those that do not. The "operating agreement" allows division journal advertising included in a membership publication to be free of overhead payments. In reality most of ACRL's advertising is online in an open access format and does not quality for exemption from overhead. For *C&RL News* alone that adds an expense of about $65,000 to the budget to pay ALA overhead on the many online opportunities that we have created to support advertising. This coupled with a decline in advertising means *C&RL News* may occasionally needs a subsidy rather than returning significant net revenues to support other areas of the association. The first draft FY21 budget has *C&RL News* returning a small net of about $7,500. Book sales are budgeted flat to FY21. Online sales of ACRL Metrics and the new facilities survey database are expected to increase and we are hoping that a new financial arrangement with the vendor will benefit ACRL's bottom line.

- **Education** revenues are up significantly from the FY20 budget due to the ACRL Conference. Net revenues from other professional development events are budgeted to break even and they do in the FY21 draft. Webinar revenues are down from FY19 for two reasons. One, there is uncertainty what ALA's move to standard pricing will mean for ACRL. One proposal would reduce the cost to organizations and would have meant a loss of $13,000 from ACRL's webinars in FY19. Two, FY19 webinar registrations were fueled by the

successful series, Scholarship of Teaching and Learning, and it is not always easy to identify the topics for these series that will attract large audiences.

ACRL continues to look to expand newer revenue streams in areas such as licensed workshops, consulting, and digital advertising in the forms of sponsored e-blasts, digital ads, etc. as well as identify new products and services needed by the profession. ACRL has always benefited from the in-kind donations of time and talent from its membership, which make it possible for ACRL to offer such a wide array of programs and services.

Major strategic initiatives

ACRL continues its spend down of the net asset balance in FY21 but just as the libraries ACRL serves have had to prioritize programs/services, ACRL will need to do the same. ACRL may not be able to continue to fund as many new ideas as it has in the past. Specific initiatives included in the FY21 budget are articulated in the Budget Assumptions document (B&F Doc 6.0, Board Doc 10.0) and relate primarily to funding programmatic initiatives that support ACRL's Plan for Excellence strategic goal areas, its new core commitment to equity, diversity, and inclusion, and invest in its enabling programs and services.

The FY21 budget provides support for many of these initiatives:

- $121,000 to support the Research and Scholarly Environment goal which includes $30,000 being made available for research grants, $10,500 being made available for presentations about the agenda to higher ed conferences, and $42,000 to pay for ACRL's membership in other organizations including $30,000 for the Library Copyright Alliance;
- more than $185,000 is budgeted to further ACRL's Value of Academic Libraries initiatives, including the further refinement of Project Outcome for Academic Libraries;
- more than $246,000 is budgeted for initiatives around student learning (most of the expenses in this figure are related to the various immersion programs which are offset by the projected registration revenues);
- More than $9,000 is budgeted to support ACRL's new roles and changing landscape initiative.
- $102,000 is budgeted for scholarships, which includes support for ACRL Conference, RBMS Conference, and Immersion program as well as $14,000 to support two Spectrum Scholars and $3,000 to support three ALA Emerging Leaders;
- $20,000 is budgeted to support the creation of new roadshow curricula.

Historical context for FY21 budget

Note: figures mentioned below can be found at the end of this document.

As we consider the FY21 preliminary budget, it is helpful to consider it in its historical context. **Figure 1** shows ACRL's net revenues since FY2012. The peaks are the years in which ACRL held its major conference; the valleys are the even years without the conference revenues. On this chart ACRL's peak net revenue was in FY13 with net revenues of $681,788, which is still a drop from the high in FY07 of net revenues of $866,939. Since then, net revenues in conference years have been about the same although this comparison becomes more complicated as ACRL intentionally spends down its net asset balance. The decline of revenues from ACRL's publishing and dues revenue has contributed to the declining net.

Figure 2 shows ACRL and CHOICE overhead to ALA, since FY12. Overhead rates can vary slightly year-to-year and the current overhead rate is 26.5%. Per the ALA policy outlined in the ACRL Guide to Policies and Procedures, "Revenues from registration fees are assessed at 100% (which includes the ACRL Conference) of the ALA overhead

composite rate. ACRL pricing of revenue producing activities must incorporate the cost of these charges." and, "overhead will be assessed at 50% of the ALA composite rate on revenue from net sales of materials, subscriptions, advertising (except in those publications which are provided to division members as a prerequisite of membership, including those that are reformatted, and other miscellaneous fees." Choice currently pays 50% of the overhead rate, and with this rate for FY21, Choice has budgeted a net revenue of ($32,324). It is also important to note that in addition to the overhead Choice pays ALA, Choice also assumes all expenses for its own building, equipment, technology, and office expenses.

Figure 3 shows ACRL Conference revenue trends. G*ross* revenues and attendance has increased up until FY17, and *net* revenues, which take into consideration the expenses for both years of the two-year conference cycle, fluctuate, having declined from a high of $642,298 for the 2005 Conference in Minneapolis to $348,773 for the 2003 Conference in Charlotte, then increased to $597,621 for the 2015 Conference in Portland, and decreased back to $475,320 for the 2017 Conference in Baltimore and dropped again to $254,449 for the 2019 Conference in Cleveland. The net of the 2017 Conference was 17% of conference revenues. Future conference budgets should consider budgeting for net revenues of at least 10-15%% of total revenues to ensure a steady income stream. ACRL has been fortunate to routinely exceed budgeted revenue targets and hold the line on costs, which has led to our healthy net revenues, but as we look to budget for future conferences, it may be prudent to increase our targeted net.

Figure 4 demonstrates the fluctuations of publishing revenues. Historically, subscription and ad revenues covered all publication expenses and also subsidized member programs. With the move to Open Access and decline in subscriptions *C&RL* and *C&RL News* switched to needing a subsidy from member dues. *C&RL* will continue to need subsidies from other revenue streams, as its online ad revenue does not generate enough income to fully support the open access digital publication. By 2012, *C&RL News* had boosted its revenues with new advertising opportunities, such as ACRL Delivers and ACRL Update, and saw an increase in classified ad revenues, returning the *C&RL News* project to one with positive net revenues. In FY18, we reconsidered which advertising we were paying ALA overhead on since "advertising in journals that are perquisites of membership are overhead-exempt" but other advertising revenue is not. Since more of ACRL's advertising now appears in various digital newsletters, etc., we reclassified that revenue as being subject to overhead, which made the *C&RL News* a deficit budget for the first time since 2010. For FY21, we are budgeting for a modest positive net revenue for *C&RL News*, despite the fact that we will continue to account for most of the advertising revenue at the full overhead rate.

Figure5 shows membership dues revenues for the past ten years. The positive effect of the dues increase, approved in 2005 is quite evident. That dues increase also created a new member rate for students, which the Board reduced to $5 effective with FY18; with that reduction we have seen a 67.9% increase in student members since August 2017. Currently 10.8% or 1,053 ACRL members are joining at the student rate. Of concern is the fact that, although small, regular dues increases have stabilized dues revenue, ACRL membership continues to decline. We will continue to work to articulate ACRL's value proposition in a way that resonates with potential members and builds on ALA's recruitment of academic and research librarians In FY20, ALA hired a new membership director, and has restructured its membership offices to form one unit: Member Relations & Services (MRS), which will focus on providing services to both members and customers, and building relationships and articulating value propositions to drive membership for ALA. ACRL is eager to work with ALA MRS to explore joint recruitment and retention opportunities.

Figure 6 shows the comparison of revenues/expenses by the three major categories for the last 5 years. The charts

show the increasing dependence on net revenues from ACRL's educational programs, especially the ACRL Conference, to support the organization.

Choice FY21 Budget Overview:

For fiscal 2021 we have budgeted revenues of $2,513,535 on expenses of $2,545,859[1], for net operating income of -$32,324.

Table 1: Choice Publishing Unit FY21 Overview

	FY21B	FY20B	FY21B v FY20B	FY19	FY21B v FY19
TOTAL REVENUES	2,513,535	2,645,630	(132,095)	2,520,864	(7,329)
TOTAL EXPENSES	2,545,859	2,654,851	108,992	2,698,854	152,995
NET REVENUES	**(32,324)**	**(9,220)**	**(23,103)**	**(177,990)**	**145,666**

Revenue

Subscriptions. Despite the introduction of a new subscription product, *ccAdvisor*, in the fall of 2017, subscription revenue has fallen from 53% of unit revenues five years ago to 50% for the FY21 budget. For FY21, we have budgeted for subscription revenues of $1.263K, a 3% decline from FY19.

Table 2: Subscriptions

			FY21B	FY20B	FY21B v FY20B	FY19	FY21B v FY19
SUBSCRIPTIONS							
3900	4110	*Choice* magazine	347,724	386,360	(38,636)	387,925	(40,201)
3901	4110	*Reviews on Cards*	86,073	90,603	(4,531)	92,677	(6,604)
		Subtotal: *Choice* Print	433,797	476,963	(43,166)	480,602	(46,805)
3913	4110	*Choice Reviews*	651,630	664,514	(12,884)	651,630	0
		Subtotal: All Choice	1,085,427	1,141,477	(56,050)	1,132,232	(46,805)
3905	4110	*Resources for College Libraries*	140,000	147,125	(7,125)	132,798	7,202
3918	4110	*ccAdvisor* (Choice)	37,500	37,500	0	41,100	(3,600)
	4110	TOTAL SUBSCRIPTIONS	**1,262,927**	**1,326,102**	(63,175)	**1,306,130**	(43,203)

Choice "Core" Publications

The traditional core of Choice revenue derived from publication of our reviews in three formats—as a digital database, a print magazine, and a card deck. It is scarcely necessary to rehearse here the ongoing pivot away from the use of reviews in the collection development process, but suffice it to say that while the FY20 budget optimistically looked to hold print (magazine and cards) subscription revenue level to FY19 and even contemplated a modest increase in digital (*Choice Reviews*) revenue, for FY21 we have bowed to the inevitable and brought our print (magazine and cards) estimates down some 10% below FY19 and kept digital revenue flat. Overall, at $1,085,427, subscription revenue from all three Choice sources is budgeted to end the year some 4% to 5% below both FY19 and FY20B, as shown in Table 2, above.

Resources for College Libraries

As recently as FY15 RCL was available in a bundled package with ProQuest's Bowker Book Analysis System (BBAS), but with what was described to us that year as the decommissioning of that product, RCL revenues, deprived of the bundled offer, fell by some $50K. Then this past year ProQuest informed us that while they had indeed stopped accepting any new subscriptions to BBAS, they had maintained a legacy version for existing customers. At the same time, they announced that

[1] Salaries and benefits are autocalculated by the ALA accounting system. Expense figures reported in this document depend on internal Choice accounting tools and may vary from the final numbers.

they were contemplating a revival of the product and enlisted our aid in determining the level of interest among librarians. The usual inconclusive surveys were done. As of this writing it remains unclear as to ProQuest's strategic priorities and the extent to which—and when—it might be willing to invest in this venture, but the promised upgrades, including a renewal of content and marketing ties between BBAS and RCL, are up for discussion again this month. Should the revived product be reintroduced to the market, we might see growth in RCL revenues, but until we have more information, it seems prudent to hold our expectations in check. We have thus budgeted subscription revenue of $140,000 for FY21, roughly level with recent receipts.

CC Advisor

ccAdvisor, our collaboration with The Charleston Company, launched at the very beginning of FY18 and almost immediately garnered a consortial subscription for the ~215 member libraries in the Center for Research Libraries (CRL). Now in its third year, that subscription brings us around $57K annually, and its renewal has been factored into the FY21 budget. Beyond this one large account, however, growth has been slow, leading to our decision this past spring to turn sales responsibility for the product over to the large and experienced EBSCO sales force. To date, they too have had only modest success, garnering only three to four new subscriptions per month. As a result, we are budgeting for total subscription revenue roughly level with last year, some $75K, half of which is shared with The Charleston Company, as are all project-related expenses.

Advertising and Sponsored Content.

With only half of Choice revenues coming from libraries (in the form of subscriptions), we are aggressively pursuing other sources of income. Replacing this lost subscription revenue has been a challenge, but we have persevered by developing a more diverse suite of opportunities for our advertisers and sponsors. Far from the situation at the beginning of the previous decade, when advertising choices centered around print ads in the magazine, we now offer a wide range of formats and platforms, including sponsored webinars, podcasts, white papers, newsletters, and eblasts, in addition to traditional print and digital advertising. For FY21, these will account for roughly a quarter of Choice total revenue, up from only 18% five years ago.

Table 3: Advertising and Sponsored Content

			FY21B	FY20B	FY21B v FY20B	FY19	FY21B v FY19
ADVERTISING & SPONSORED CONTENT							
3907		**Choice magazine net**	238,750	286,500	(47,750)	258,286	(19,536)
3913		**Choice Reviews net (see Note 2)**	28,650	28,650	0	141,368	(112,718)
3914		**Choice content marketing net**	238,750	222,038	16,713	48,395	225,924
3918		**ccAdvisor net**	9,550	11,938	(2,388)	12,179	(2,629)
3909		**Webinars net**	131,909	152,203	(20,294)	138,882	(13,416)
	TOTAL ADVERTISING & SPONSORED CONTENT		**647,609**	**701,328**	(53,719)	**599,110**	**48,499**

Webinars

The Choice-ACRL sponsored webinars continue to impress us with their vitality, with one of our webinars this past year garnering close to 4,000 (!) registrants. FY19 gross sales were in the neighborhood of $162K, and we have budgeted for a similar amount in FY21. Under the terms of our agreement with ACRL, this will be split 85%/15% in our favor, generating net revenue, after the split and after sales commissions, of $138K.

Podcasts

During FY18 Choice launched a podcast program, The Authority File, featuring author interviews and conversations with library leaders. Now entering its third year, the program continues to grow. FY19 total listenership (downloads and streams) was 62% higher than the previous year, and during the first four months of this fiscal year, Authority File episodes were

listened to some 13,000 times, up an additional 61% over this time last year. Bolstered by this success, we are now planning to add a new podcast series (name to be determined) featuring in-depth conversations about contemporary trends, best practices, and case studies important to the academic community. Unlike The Authority File's guest Q&A format, the new series uses a multi-episode narrative format to showcase innovative programs, advocacy, and community connections that librarians and their institutional partners are developing.

This year's gross podcast revenues are up 40% year-over-year, and future bookings have already topped our annual budget for FY20. In light of this, we are budgeting, conservatively, for $30,000 in gross receipts for FY21, but with the expectation that we shall top this figure.

White Papers

To date we have published five white papers, the first four of which have been downloaded over 1,000 times each. (The fifth paper, Carol Tenopir's report on the current status of RDS in academic libraries, launched only a few weeks ago.) Potential underwriters are beginning to take notice, and so once again we have budgeted for two white papers at an estimated $20,000 each.

Traditional Print and Digital Advertising

Given the very narrow range of our current advertisers, and with industry consolidations reducing their number, advertising and sponsored content has proved to be something of a zero-sum game for Choice. The "losers" in this game are traditional print ("space") and digital (banner) advertising, which in FY19 accounted for only about 44% of Choice advertising and sponsored content revenue, compared to a hefty 88% in FY13. It takes no stretch of the imagination to see why advertisers would not prefer the closer relationship with their customers afforded by platforms such as webinars and podcasts. Magazine advertising revenue fell dramatically in FY19, and based on our sales year to date, we do not see the hoped-for rebound. FY21 magazine revenue is thus budgeted flat to FY19. Similarly, banner advertising, which never enjoyed widespread approval (sic), has not grown in three years and is budgeted to remain at FY19 levels for FY21.[2]

Royalties. Licensing has proved a durable, if vulnerable, source of income for Choice. *Durable* in the sense that royalties typically come in the form of multiyear licenses representing recurring and thus highly predictable income; *vulnerable* inasmuch as periodic license renewals present opportunities for licensees to undertake disciplined ROI analyses and to demand—all too often—a lower license fee. That said, since the loss of the $108K license for RCL content in Intota in FY17, licensing revenues have held steady in the neighborhood of $520K, and we expect no major surprises in FY21.

Table 4: Royalties

			FY21B	FY20B	FY21B v FY20B	FY19	FY21B v FY19
ROYALTIES							
3900	4421	Choice (CCC, reprints, etc.)	1,300	1,000	300	1,370	(70)
3902	4421	Choice reviews	507,699	510,200	(2,501)	513,321	(5,622)
3905	4421	Resources for College Libraries	10,000	8,000	2,000	7,000	8,630
		TOTAL ROYALTIES	**518,999**	**519,200**	(201)	**521,691**	5,678

[2] Prior to this year, advertising revenues for *Choice Reviews* included revenue from eblasts and newsletters, properties that share little in common with *Choice Reviews* except for the fact that both are "digital." To eliminate this historical anachronism and provide a better basis for analyzing our digital revenues, beginning in FY20 newsletters and eblasts have been moved to project 3914, Content Marketing. As a result, year-over-year comparisons of ad revenue for *Choice Reviews* prior to FY20 are no longer valid.

Expenses

In FY13, Choice staff comprised nineteen employees, three editors working as outside contractors, and two freelance administrative personnel, for a total of twenty-four staffers. Over the past six years we have reconfigured our staff, until today we stand at nineteen employees and one open position, soon to be filled, for a total of twenty staffers. Payroll has gone up as contractors were converted to full-time employees and with COL adjustments, but our "outside services" expenses, where our temps and contract workers were formerly charged, has fallen by about $300,000 during this same period. Overall, we are doing more with fewer people, so much so that the combined cost of staff services has risen by only 5% in the last six years.

Table 5: Payroll and Outside Services Charges, FY13-19[3]

	FY19	FY18	FY17	FY16	FY15	FY14	FY13
Payroll and Related Expenses	1,665,237	1,618,841	1,586,901	1,380,512	1,388,005	1,412,541	1,286,139
Outside Services	126,324	135,658	271,623	365,043	356,501	317,121	420,770
	1,791,561	1,754,499	1,858,524	1,745,555	1,744,506	1,729,662	1,706,909

As Table 6, below, shows, these same economies are being practiced elsewhere at Choice, with direct expenses slated to come in $146K and $87K below FY19 and FY20B, respectively. Publication-related expenses are level with FY19 after increasing in FY20 to pay for the Choice360 rebuild. Operating costs are down largely through the retirement of capital expenses for the creation of Choice Connect, our back-end database and authoring tool, and reduced depreciation costs for the relaunch of Choice Reviews, which is nearing the end of its five-year depreciation schedule.

Overall, we have been quite successful at holding direct spending virtually flat over the past five years. In the years between FY15 and FY19, total expenses fell by $450K and are budgeted to decrease an additional $150K through the end of FY21. If these figures hold, they will represent a compound annual growth rate (CAGR) of -3.5%, a remarkable achievement even in these times of low inflation.

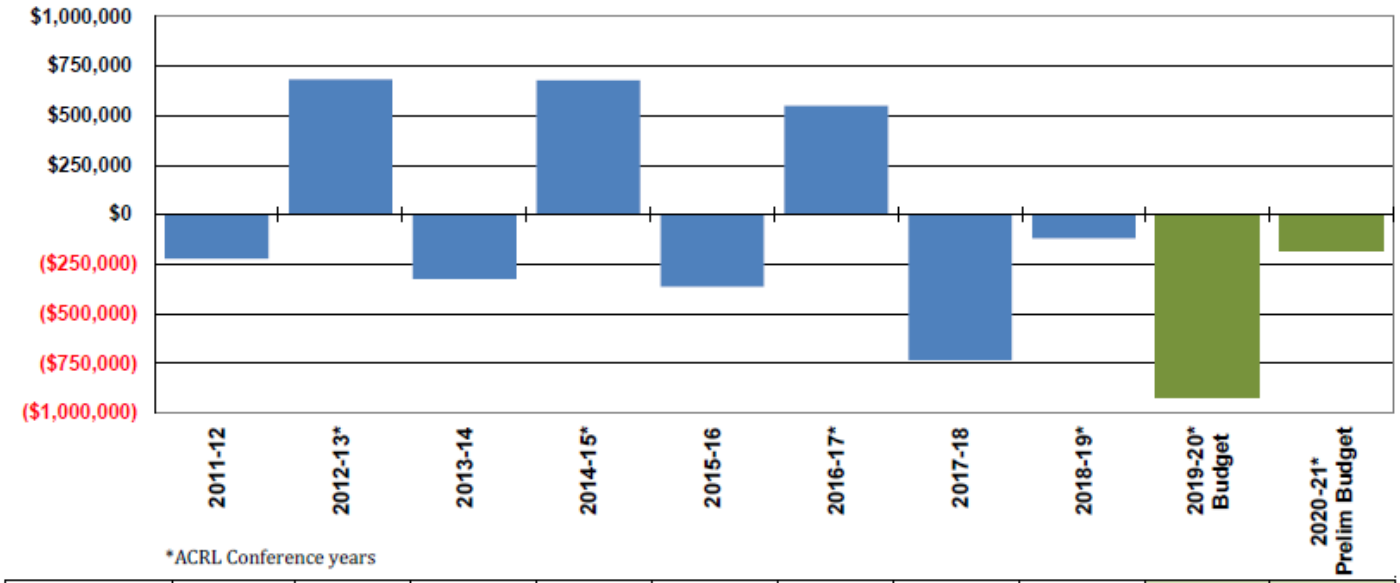
Table 6: Expenses

	FY21B	FY20B	FY21B v FY20B	FY19	FY21B v FY19
EXPENSES					
Payroll and Related Expenses	1,648,951	1,618,065	(30,885)	1,665,237	16,286
Outside Services	66,831	65,650	(1,181)	101,658	34,827
Travel and Related Expenses	34,025	36,150	2,125	41,543	7,518
Meetings and Conferences	16,350	12,600	(3,750)	11,771	(4,579)
Publication-related Expenses	260,845	348,782	87,937	260,373	(472)
Operating Expenses	216,228	248,967	32,739	308,930	92,702
Subtotal Direct Expenses	**2,243,230**	**2,330,215**	86,985	**2,389,512**	146,282
					0
Subtotal Indirect Expenses (IUTs)	(59,050)	(55,135)	3,915	(63,083)	(4,033)
					0
IUT/Overhead	333,043	350,546	17,503	334,014	971
IUT/Allocations (Liberty Square)	29,225	29,225	0	38,411	9,186
UBIT	0	0	0	0	0
Subtotal Overhead	**362,268**	**379,771**	17,503	**372,425**	10,157
					0
TOTAL EXPENSES	**2,546,448**	**2,654,851**	108,403	**2,698,854**	152,406

[3] The Outside Services expenses shown here are for temporary and professional services only. Not included are bank charges, equipment, and repairs, also categorized under Outside Services in ALA accounting. Prior to FY19, RCL editorial reimbursement was counted as revenue. For FY19, the reimbursement was reclassified as a (negative) expense in Outside Services, thus making expenses seem lower than in previous years. To facilitate a valid comparison with previous years, in this Table 5 the reimbursement has been "added back" to Outside Services for FY19.

In FY21, Choice will deliver $330K to the ALA general fund, while at the same time paying all costs associated with its offices in Middletown, Connecticut. These include amortization of the loan, maintenance and upkeep, equipment, utilities, parking, and our own IT department. In fiscal 2019, these costs came to just under $300K.

FIGURE 1
Net Revenue
(excluding CHOICE)



*ACRL Conference years

	2011-12	2012-13*	2013-14	2014-15*	2015-16	2016-17*	2017-18	2018-19*	2019-20* Budget	2020-21* Prelim Budget
Opening Net Asset Balance	$4,165,480	$3,943,096	$4,647,419	$4,324,706	$5,002,115	$4,389,385	$4,687,946	$3,430,260	$3,311,824	$2,388,583
Revenues	$2,388,467	$4,751,514	$2,204,536	$5,282,284	$2,616,463	$5,368,999	$2,691,183	$5,115,731	$2,572,017	$5,114,171
Expenditures	$2,610,814	$4,069,726	$2,527,263	$4,604,875	$2,979,193	$4,820,438	$3,423,870	$5,234,168	$3,495,258	$5,299,392
NET	**($222,347)**	**$681,788**	**($322,727)**	**$677,409**	**($362,730)**	**$548,561**	**($732,687)**	**($118,436)**	**($923,241)**	**($185,221)**
Transfer to LTI	$0	$0	$0	$150,000	$250,000	$250,000	$0	$0	$0	$0
Closing Net Asset Balance	$3,943,096	$4,647,419	$4,324,706	$5,002,115	$4,389,385	$4,687,946	$3,430,260	$3,311,824	$2,388,583	$2,203,362

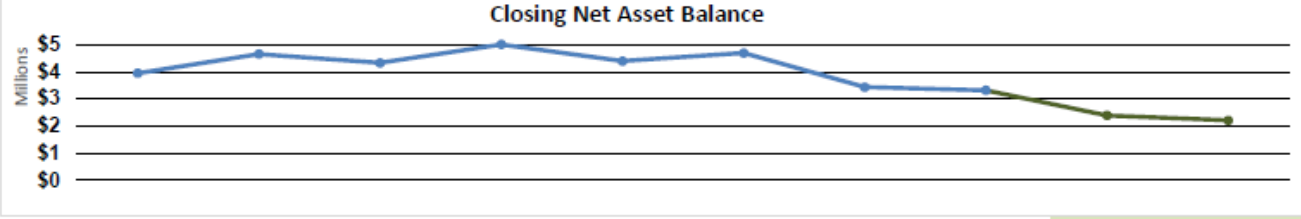
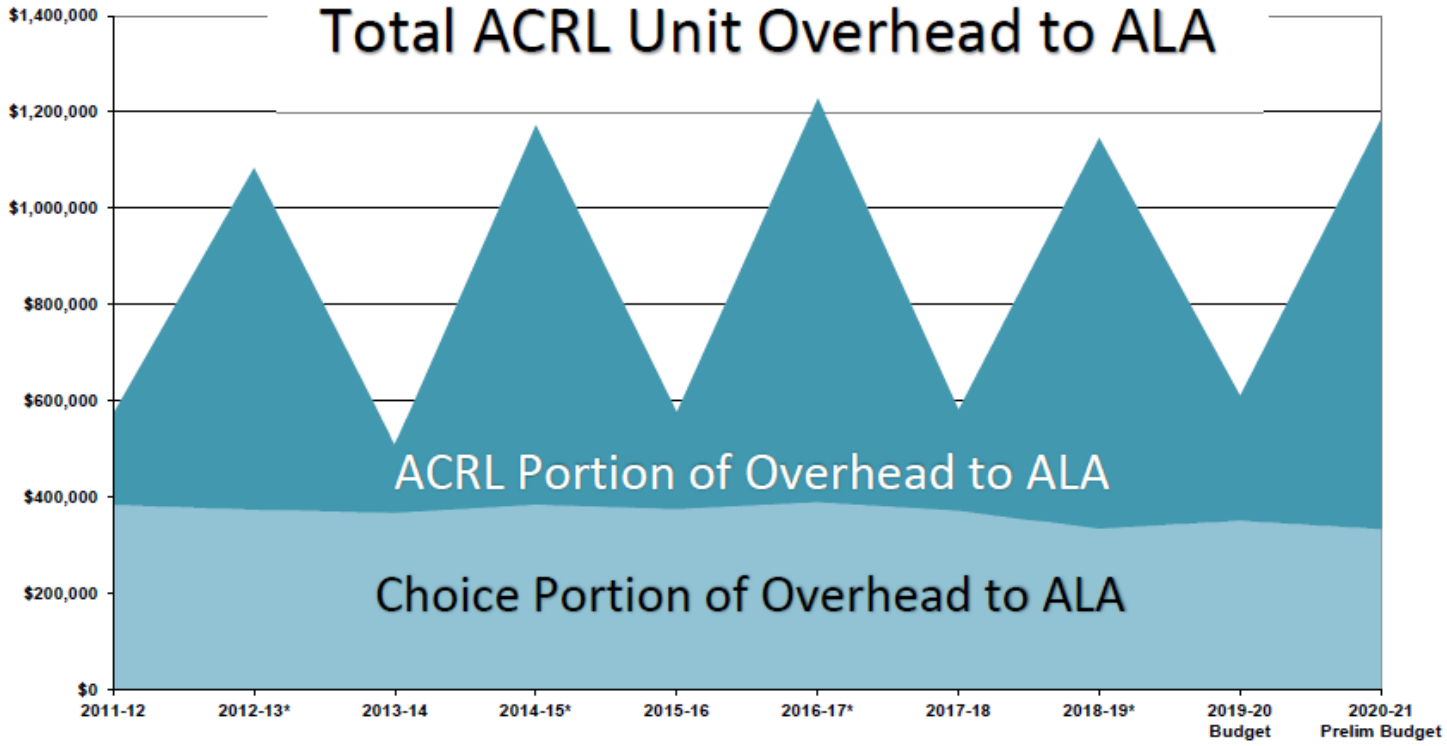


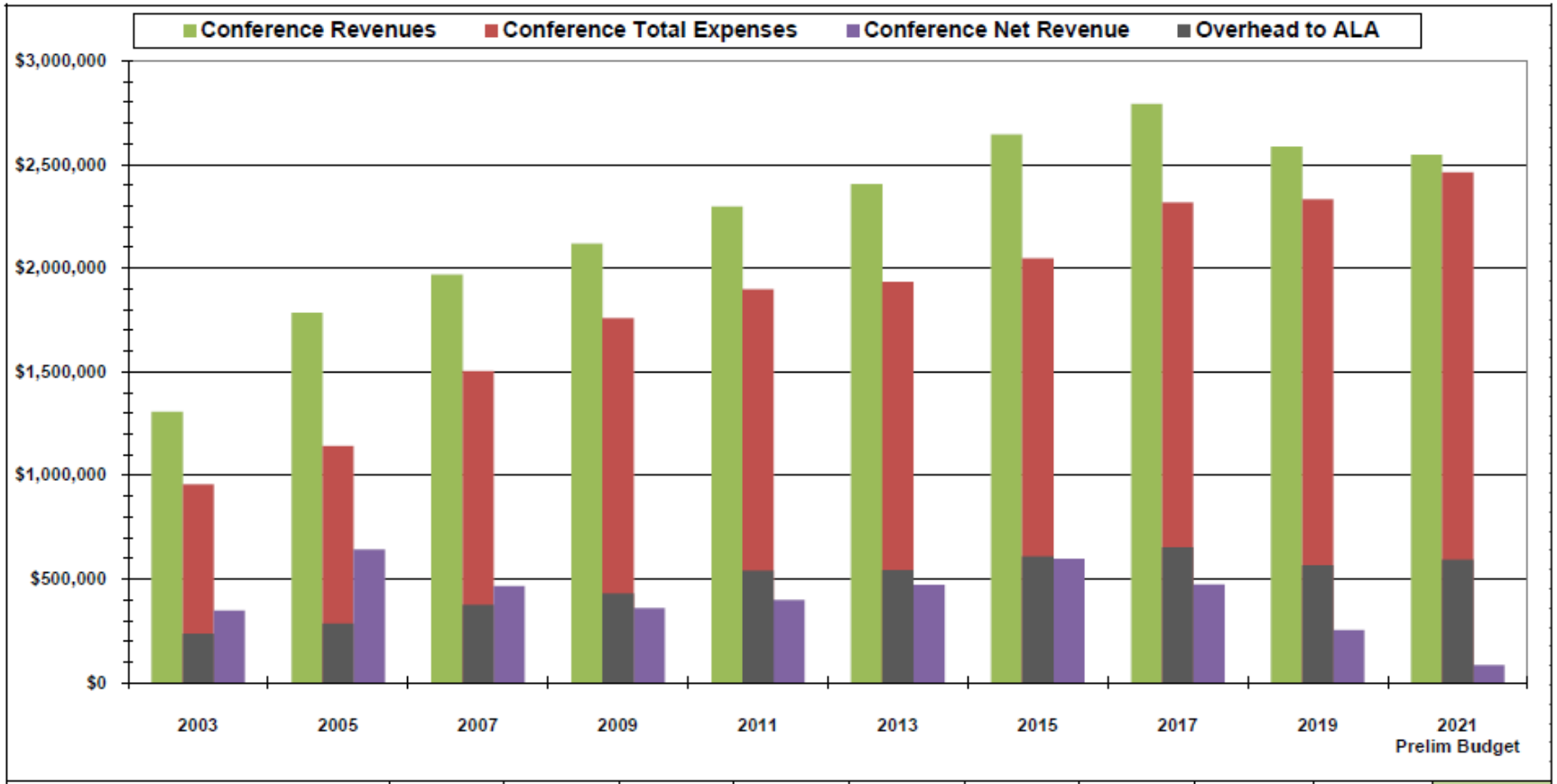
FIGURE 2
ACRL and CHOICE Overhead to ALA



	2011-12	2012-13*	2013-14	2014-15*	2015-16	2016-17*	2017-18	2018-19*	2019-20 Budget	2020-21 Prelim Budget	10-year Total as Budgeted
ACRL Overhead to ALA (without Choice)	$189,199	$710,497	$140,002	$789,448	$201,328	$840,744	$209,386	$811,598	$259,651	$852,000	$5,003,853
Choice Overhead to ALA	$383,234	$373,132	$367,338	$383,209	$374,640	$388,206	$371,353	$334,014	$350,546	$333,043	$3,658,715
Total Overhead to ALA	$572,433	$1,083,629	$507,340	$1,172,657	$575,968	$1,228,950	$580,739	$1,145,612	$610,197	$1,185,043	$8,662,568

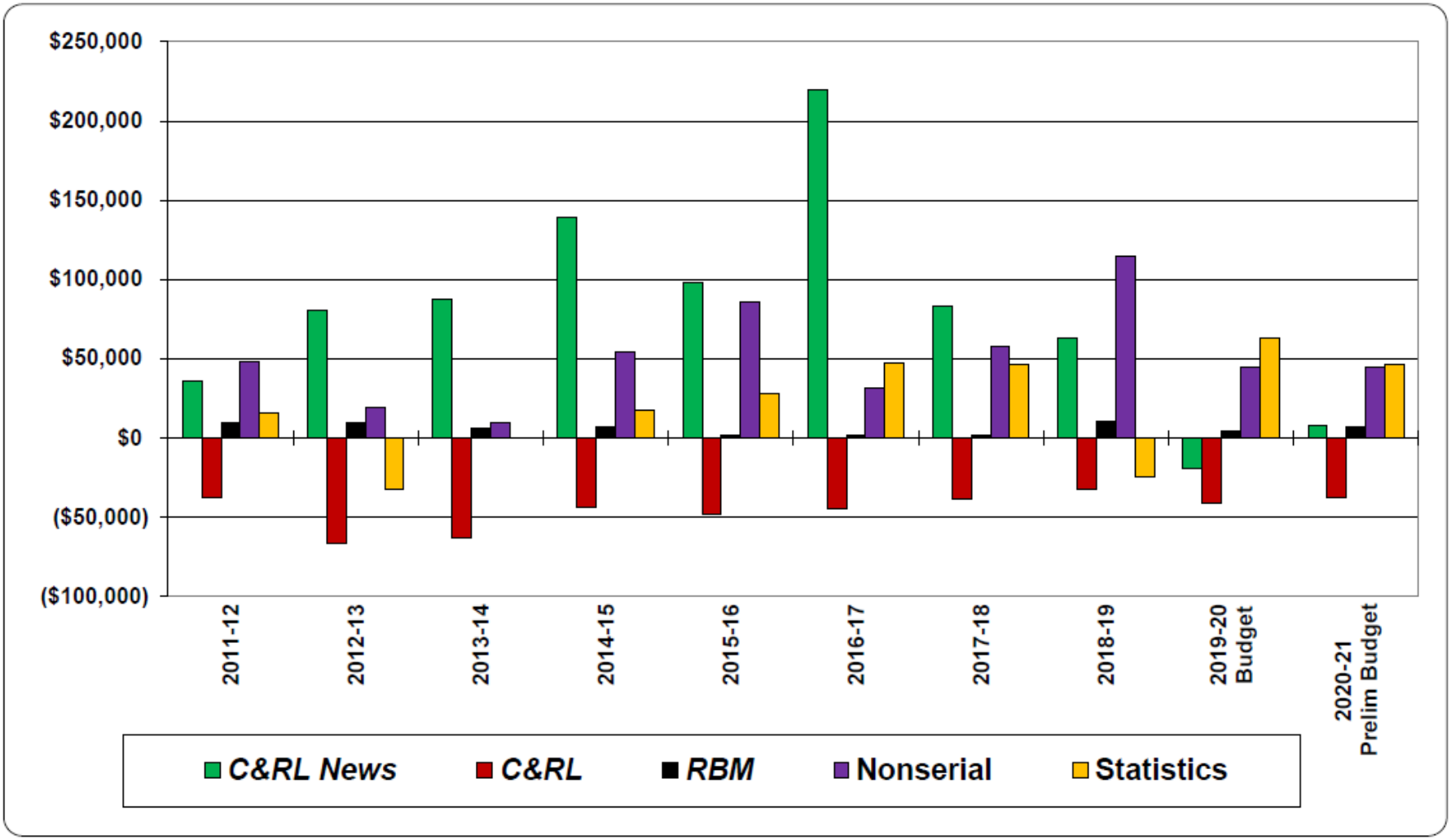
*ACRL Conference Years

FIGURE 3
ACRL Conference Revenues and Expenditures



	2003	2005	2007	2009	2011	2013	2015	2017	2019	2021 Prelim Budget
Conference Revenues	$1,306,375	$1,783,625	$1,969,819	$2,120,018	$2,298,469	$2,405,866	$2,644,921	$2,792,296	$2,586,298	$2,547,251
Conference Total Expenses	$957,603	$1,141,326	$1,503,058	$1,759,944	$1,898,648	$1,933,542	$2,047,300	$2,316,976	$2,331,849	$2,462,394
Conference Net Revenue	$348,773	$642,298	$466,761	$360,074	$399,821	$472,324	$597,621	$475,320	$254,449	$84,857
Overhead to ALA	$236,814	$285,173	$376,674	$431,354	$540,835	$542,973	$610,221	$653,947	$566,931	$595,124
Net Revenue % over expenses	26.7%	36.0%	23.7%	17.0%	17.4%	19.6%	22.6%	17.0%	9.8%	3.3%
ALA Overhead Rates	19.6%	18.8%	21.5%	23.9%	26.1%	25.5%	25.4%	26.4%	26.5%	26.5%

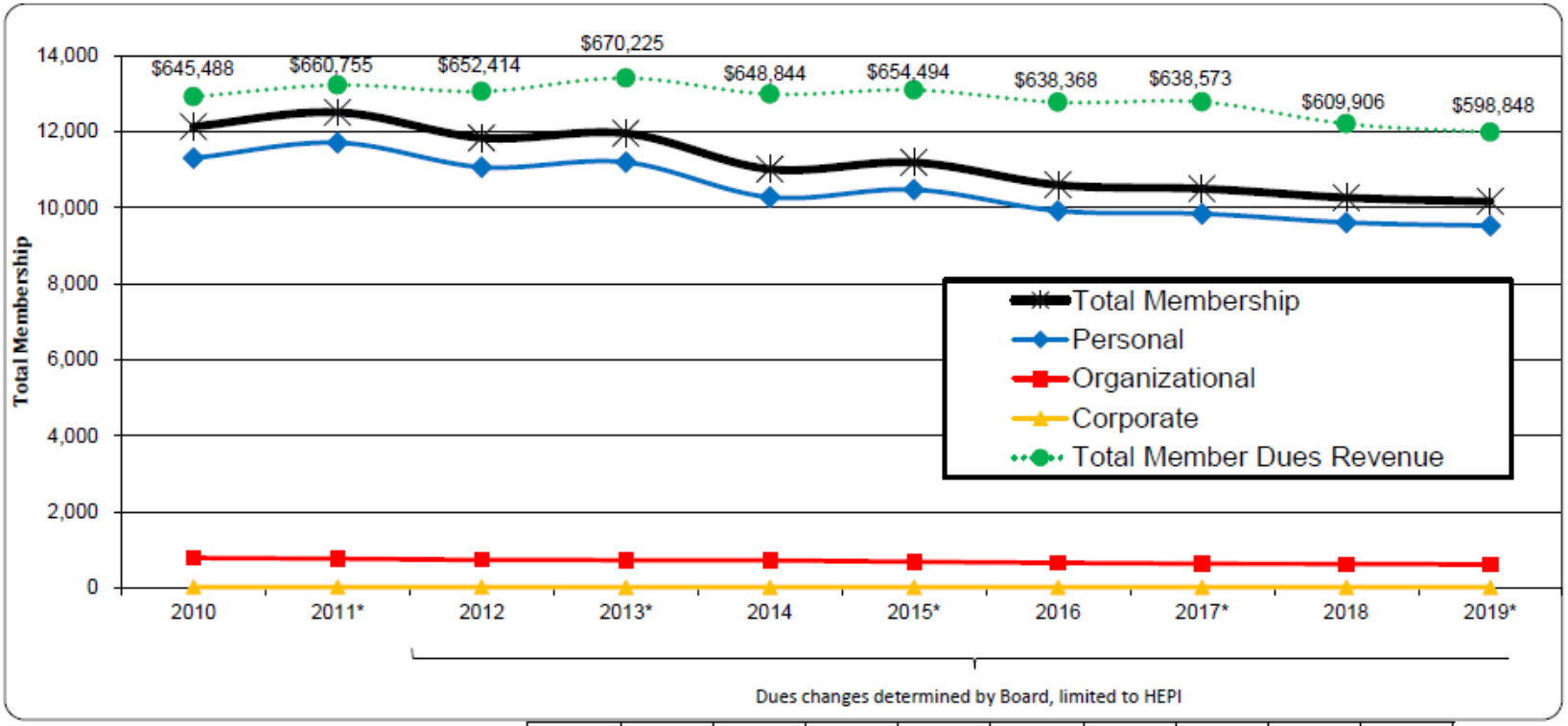
FIGURE 4
Publications Net Revenues
(excluding CHOICE)



Pubs Finances.xlsx/(Pubs Net Rev (w future budgets))/dmc

ACRL

FIGURE 5
ACRL Membership by Type

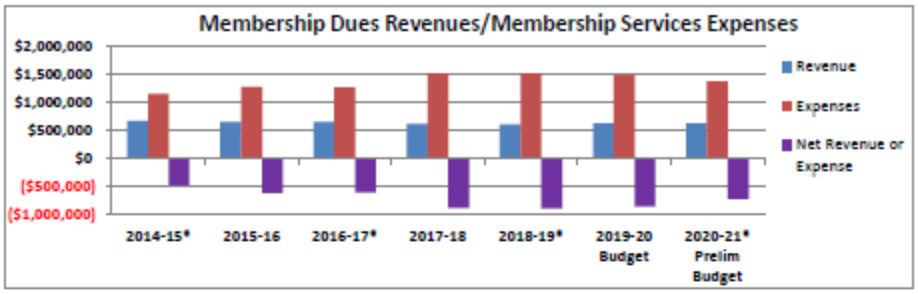


	2010	2011*	2012	2013*	2014	2015*	2016	2017*	2018	2019*
Personal	11,300	11,705	11,062	11,187	10,269	10,472	9,910	9,837	9,608	9,519
-Regular	8,478	8,693	8,260	8,619	8,032	8,238	7,864	7,737	7,293	7,151
-Retired	118	118	119	98	115	137	152	156	162	163
-Student	1,206	1,330	1,116	919	680	661	580	627	920	1,043
Organizational	795	768	742	734	721	690	664	640	634	619
Corporate	31	27	25	23	20	19	18	18	18	19
Total Membership	12,126	12,500	11,829	11,944	11,010	11,181	10,592	10,495	10,260	10,157
Total Member Dues Revenue	$645,488	$660,755	$652,414	$670,225	$648,844	$654,494	$638,368	$638,573	$609,906	$598,848

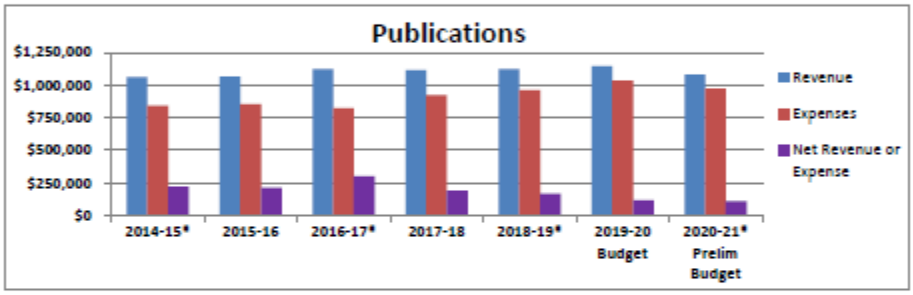
Figures for 2012 were impacted by "clean-ups" of ALA's membership database. Errors related to duplicate records or resulting from member-type conversions (e.g., from Student to Regular membership status) that occurred over a number of years were removed from the database.

*** ACRL Conference Years**

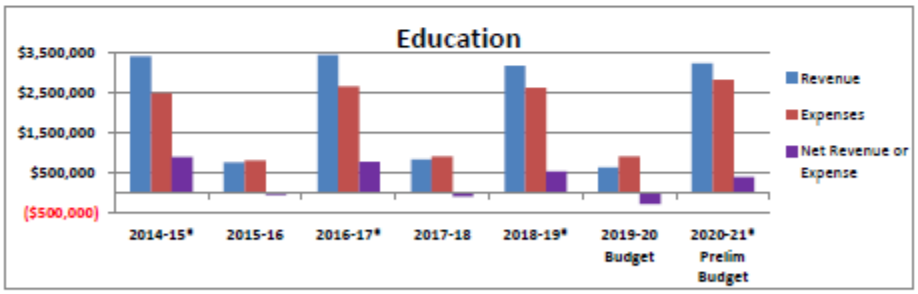
FIGURE 6
Budget Sources
Net Revenues by Major Budget Category



Year	2014-15*	2015-16	2016-17*	2017-18	2018-19*	2019-20 Budget	2020-21* Prelim Budget
Revenue	$654,494	$638,368	$638,573	$609,906	$598,848	$611,284	$617,203
Expenses	$1,140,734	$1,265,331	$1,260,188	$1,509,366	$1,505,733	$1,481,999	$1,360,711
Net Revenue or Expense	($486,240)	($626,963)	($621,615)	($899,459)	($906,885)	($870,715)	($743,508)



Year	2014-15*	2015-16	2016-17*	2017-18	2018-19*	2019-20 Budget	2020-21* Prelim Budget
Revenue	$1,062,241	$1,066,550	$1,122,023	$1,112,864	$1,122,334	$1,145,419	$1,078,964
Expenses	$843,967	$853,622	$822,190	$923,936	$958,184	$1,033,241	$973,009
Net Revenue or Expense	$218,274	$212,928	$299,833	$188,928	$164,150	$112,178	$105,955



Year	2014-15*	2015-16	2016-17*	2017-18	2018-19*	2019-20 Budget	2020-21* Prelim Budget
Revenue	$3,424,176	$782,420	$3,465,272	$854,426	$3,189,671	$657,089	$3,250,139
Expenses	$2,506,134	$822,567	$2,676,945	$925,211	$2,640,251	$925,066	$2,833,243
Net Revenue or Expense	$918,042	($40,147)	$788,326	($70,785)	$549,420	($267,977)	$416,896

NOTE: Varying amounts of actual Publications expenses are reflected as Membership Services expenses, depending on whether a subscription equivalent subvention was required for a membership perquisite serial (*C&RL* and *C&RL News*). These subventions included $43,871, $48,271, $44,455, $38,594, $32,209 for *C&RL* for the years from FY15–FY19, respectively, as well as $41,100 and $37,606 budgeted for *C&RL* in FY20 and FY21, and $18,931 budgeted for *C&RL News* in FY20.

*ACRL Conference Year

RevExp.xlsx\Budget Sources by Categldmc

FY21 ACRL Budget Changes

Spring Board 2020 to June Meeting 2020

ACRL FY21 Budget Overall Changes

	Midwinter 2020	Spring 2020	June 2020	% Change Spring 2020 to June 2020
Total Revenues	**$5,114,171**	**$5,095,557**	**$3,929,775**	**-23%**
Total Expenses	**$5,299,392**	**$5,189,937**	**$4,620,662**	**-11%**
Total ALA Overhead		**$852,563**	**$677,972**	**-20%**
Net	**($185,221)**	**($94,380)**	**($690,887)**	**-632%**

0000 Admin

- Assume cancelled in person meetings in fall 2020. Reduced ED travel from 8 trips to 5, reducing travel expenses by $1,200 and lodging and meals expenses by $1,050.

3200 Membership

- Assumes Board will reverse dues increase and that personal membership will decrease 8% in FY20 and an additional 8% in FY21. Also assumes organizational members will decrease 12.5% in FY20 and an additional 12.5% in FY21. Reduction based on research showing 16% of members belong because their employer pays dues. Library discretionary budgets are expected to shrink substantially in the wake of the pandemic. Consistent with all ALA membership assumptions of total reduced membership of 31.4% reduced revenue by $162,415

3202 Statistics

- Revenue projections decreased 21% or $31,882 based on FY20 revenue shortfall in April 2020. Collection budgets are expected to shrink in calendar year 2020 and 2021.
- Removed duplicate expense of $17,500 (5110) for ACRL Metrics rebuild.

3203 Consulting services

- Assume reduced requests for onsite consulting work in fall 2020 with one potential for online job. Reduced revenue by $46,000 and expenses (honorarium to adjuncts) accordingly.

3204 Standards Distribution

- Revenue reduced 50% or $850 due anticipated decline in demand for booklets in FY21 due to COVID-19 and potential decline in number of RoadShows using booklets (costs are IUTed to 3204 from RoadShow budget).
- Printing and mailing expenses reduced 50% as well to correspond with selling fewer booklets.

3302 *C&RL News*

- Assumes classified job ad revenues (4142) for the year will average ~35% less than previously expected or $135K, consistent with other ALA publishing unit's revised assumptions. Budgeted marketing expenses (5412) for promotion of ALA JobLIST reduced to minimal levels.
- Product advertising revenue (4429) reduced by 26% or $25,000 due to c-19 concerns per Choice. Advertising revenues for C&RL and RBM are NOT expected to decline from initial budget per Choice.
- Eliminated reference materials/ periodicals (5502) to save $100.
- Subscription revenues for News and RBM journal are NOT expected to decline in FY21 but may fall in FY22 depending on library budgeting. This is pretty standard across ALA from conversation with other serials publishing units.

3340 e-Learning

- Will revisit project in August once we see how paid e-Learning performs May-August. ACRL switched to only free COVID-related webinars for March-April so don't have data to see how people are registering for paid events. Could see increase demand if fewer or no F2F events, or could remain the same or down due to volume of competing online event and/or online learning fatigue

3341 Licensed Workshops

- Assumes a decrease in fee revenue by 50% or $59K and no new in-person workshops through 2020. Will revisit project in August once we see how pandemic situation and guidance on group gatherings evolve. Many FY20 workshops have been postponed indefinitely and may possibly be held in 2021 assuming it is safe for larger gatherings to convene. Additionally, we hope to pivot content to virtual environment for interim to try and bring workshops online.
- ACRL net revenue on this project changed from $8,431 to $(23,539).

3400 Nonserial Publications

- In line 4100 Sales/Books, dropped projected revenue for backlist titles from $1,025/title to $600/title, and projected revenue for new titles from $12,000/title to $9,000/title, to more closely match FY20 actuals and pandemic-related sales decline, particularly of print books. These changes drop:
    - 4100 Sales/Books from $285,875 to $219,000;
    - total revenues from $329,165 to $262,290;
      and net, with its corresponding drop in royalty, overhead, cost of sales, and fulfillment expenses, from $44,738 to $14,616.
- In consultation with ALA Editions | ALA Neal-Schuman and ALA finance, we've created the following list of common book publishing assumptions we've used for these budget updates and areas to monitor over the coming months:
    - ALA-wide, we estimate an overall decrease of 25% from the original FY21 revenue projection for September 1 to December 31, 2020.

- Hoping for some improvement in the market, we estimate an overall decrease of 15% from the original FY21 revenue projection for January 1 to August 31, 2021.
- Due to uncertain higher education budgets, for now ACRL has budgeted a higher decrease: ~42% in backlist sales and 25% in frontlist sales throughout FY21.
- Approval plans for print books have maintained and we assume will hold steady in number of units sold in FY21, but will monitor for changes.
- Institutional ebook sales, line 4421 Royalties, have maintained we assume will hold steady in number of units sold in FY21, but will monitor for changes.

3712 Project Outcome

- Reduced revenue, assuming a training workshop may not be offered in fall 2020 as anticipated due to COVID-19.

3800 RBMS Conference

- Assumes 15% lower attendance, this conference is deferred content from the previous year that had strong performance before cancellation.
- Assumes 15% lower sponsorships due to budget cuts.
- Removed Thursday evening reception costs to compensate for the above
- ACRL net revenue changed from $11,529 to $8,116.

3808 ACRL 2021 Conference

- Assumes 30% lower face to face attendance due to budget cuts and reluctance to travel.
- Assumes 15% increase in virtual attendance due to budget cuts and reluctance to travel.
- Assumes 10% reduction in exhibits and 15% reduction in sponsorships
- 5212 Assumes twice staff rooms will need to be paid for without as many comps earned from hotel block performance
- 5302 Assumes 30% reduction in F&B costs to match attendance and an additional 10-20% reduction to help offset decreased income if necessary
- 5303 Assumes 20% reduction in decor, signage, furniture to help offset decreased income
- 5305 We paid 25% deposit for keynotes in FY20, so slightly higher portion of this full expense will be paid in FY21
- 5404 Reduced print mailer from two to one
- 5500 Reduced innovations budget by half to help offset lack of income
- In summary, overhead to ALA reduced from $601,484 to $481,404 and ACRL net revenue changed from $377,191 to $183,759.

3830 Immersion Program

- Assumes 6.5% lower face to face attendance due to budget cuts and reluctance to travel.
- Corresponding expenses were adjusted based on 85 attendees instead of 91

FY21 Budget Restatement
7 May 2020

(In Revenue variance column: red is decrease in revenue; black is an increase in revenue)

Project	GL #	Item	Budget as of April	May Restatement	Var
REVENUE CHANGES					
3900	4110	Remaindered book sales	70,000	45,000	(25,000)
3902	4421	OCLC/SCS	25,000	15,000	(10,000)
3907	4140	Choice space ads	250,000	225,000	(25,000)
3907	4611	Sales commissions	11,250	10,125	1,125
Total Revenue			**2,517,441**	**2,458,566**	**(58,875)**

EXPENSE CHANGES

(In Expense variance column: black is decrease in expenses; red is an increase in expenses)

GL #	Item	Budget as of April	May Restatement	Var
5000	Salaries & Wages	1,216,056	1,141,782	74,274
5001	Temp Employees-In-House	7,000	7,000	0
5002	Overtime/Wages	3,500	5,000	(1,500)
5005	Attrition Factor	0	0	0
5009	Accrued Vacation	0	0	0
5010	Employee Benefits	381,901	376,697	5,204
5015	Tuition Reimbursement	0	0	0
5016	Prof Memberships	0	0	0
	Payroll & Related Exp.	1,608,457	1,530,479	77,978
5100	Temp Employee/Outside	0	0	0
5110	Professional Services	11,625	11,625	0
5120	Legal Fees	0	0	0
5121	Audit/Tax Fees	0	0	0
5122	Bank Service Fees	15,000	15,000	0
5140	Repairs/Maintenance	40,206	40,206	0
5150	Messenger Service	0	0	0
5151	Duplication/Outside	0	0	0
	Outside Services	66,831	66,831	0
5210	Transportation	8,550	6,750	1,800
5212	Lodging & Meals	19,900	15,500	4,400
5214	Entertainment	1,200	1,200	0
5216	Business Meetings	1,100	1,100	0
	Travel and Related Expenses	30,750	24,550	6,200
5300	Facilities Rent	0	0	0
5301	Conference Equipment Rental	7,000	7,000	0
5302	Meal Functions	350	350	0
5303	Exhibits	7,500	7,500	0
5304	Speaker/Guest Expenses	0	0	0
5305	Speaker/Guest Honorarium	0	0	0
5306	Awards	0	0	0
5307	Security Services	0	0	0
5308	Special Transportation	0	0	0
5309	Audio/Visual Equip Rental & Labor	0	0	0
5310	Computer Rental/Internet Connec	0	0	0
5350	Program Allocation	0	0	0
	Meetings & Conferences	14,850	14,850	0
5400	Editl/Proofreading-O/S	6,250	6,250	0
5401	Typesetting/Comptn-O/S	2,900	2,900	0
5402	Printing-O/S	106,425	106,425	0

5403	Binding-O/S	0	0	0
5404	Design Service-O/S	2,150	2,150	0
5406	Review Service	0	0	0
5410	Mail Service-O/S	26,300	26,300	0
5411	Advertising/Space	17,400	17,400	0
5412	Advertising/Direct	500	500	0
5413	Mail List Rental	3,750	3,750	0
5414	Supplies/Production	8,900	8,900	0
5415	Pre-Press/Photo Services	0	0	0
5416	Adv Production Cost	0	0	0
5420	Copyright Fees	400	400	0
5430	Web Operating Expenses	50,110	50,110	0
5431	Webminars/Webcasts/Web CE Ex	6,000	6,000	0
5432	Purchased Inventory	0	0	0
5433	Order Processing/Fulfillment	35,300	35,300	0
5480	Cost of Sales	0	0	0
5490	Inventory Adjustment	0	0	0
5499	Inventory Reserve Adjustment	0	0	0
	Publication Related Expenses	266,385	266,385	0
5030	Staff Recruitment/Relocation	0	0	0
5031	Staff Development	0	0	0
5500	Supplies/Operating	10,000	10,000	0
5501	Equipment/Software-Minor	13,760	13,760	0
5502	Ref Matls/Periodicals	17,600	17,600	0
5510	Insurance	0	0	0
5520	Equipment Rental/Lease	3,718	3,718	0
5521	Space Rent	18,000	18,000	0
5522	Telephone & Fax/O/S	4,288	4,288	0
5523	Postage & E-Mail/O/S	47,980	47,980	0
5525	Utilities	17,364	17,364	0
5530	Depr/Furn & Equipment	44,760	44,760	0
5531	Depr/Building	0	0	0
5532	Amortization/Equip Lease	57,230	57,230	0
5540	Royalty Expense	0	0	0
5543	Bad Debt Expense	0	0	0
5544	Interest Expense	0	0	0
5545	Taxes/Property	0	0	0
5550	Promotion	2,575	2,575	0
5560	Organization Support/Contrib.	7,500	7,500	0
5599	Misc. Expense	(27,865)	(27,865)	0
	Operating Expenses	216,910	216,910	0
5900	IUT-Marketing	0	0	0
5901	IUT-Prod. Serv./Adm. Fee	0	0	0
5902	IUT-ITTS	0	0	0
5903	IUT-Subscription Processing	0	0	0
5904	Transfer to/from Endowment	(42,840)	(42,840)	0
5905	IUT-Telephone	0	0	0
5906	IUT-Order Billing	0	0	0
5908	IUT-Maint.	0	0	0
5909	IUT-Dist. Center	0	0	0
5910	IUT-Repro.	0	0	0
5912	IUT-Copy Editing/Proofreading	0	0	0
5913	IUT-Composition/Alteration	0	0	0
5940	IUT-Registration Processing	0	0	0
5941	IUT-CHOICE	9,586	9,586	0
5942	IUT-Advertising	(6,092)	(5,627)	(465)
5999	IUT-Misc.	0	0	0
	Total IUTs	(39,346)	(38,881)	(465)
	Total Direct Expenses	2,164,838	2,081,125	83,713
	Contribution Margin	352,603	377,441	(24,838)

5911	IUT-General Overhead	333,561	325,760	7,801
	Total Expenses Excl. Alloc	2,498,398	2,406,885	91,514
5998	IUT-Allocations	29,225	3,940	25,285
	Total Exp. Incl. OH & Alloc.	2,527,623	2,410,825	116,798
	Net Rev/(Exp) Before Taxes	(10,182)	47,741	(57,923)
5600	Taxes/Income	0	0	0
	OTAL EXPENSES INCLUDING TAXES	2,527,623	2,410,825	116,798
	Net Rev/(Exp) After Taxes	(10,182)	47,741	57,923

(In Net Income variance column: black is increase in Net Income; red is a decrease in net income)

This page included to accommodate double-sided printing.

Perf NCv1.1

7/8/2020 10:40 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ACRL: 403

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
4,954,016	**0**	**4,956,786**	**(3000) BEGINNING NET ASSETS**	**0**	**4,954,016**	**0**	**4,954,016**	**100%**	**4,956,786**	**-4,954,016**
5,986	10,102	8,542	(4420) INT/DIV	121,222	87,624	60,611	27,013	45%	111,687	33,598
5,986	**10,102**	**8,542**	**(440) Subtotal Misc.**	**121,222**	**87,624**	**60,611**	**27,013**	**45%**	**111,687**	**33,598**
5,986	**10,102**	**8,542**	**Total Revenues**	**121,222**	**87,624**	**60,611**	**27,013**	**45%**	**111,687**	**33,598**
2,674	2,306	2,330	(5122) BANK S/C	27,666	15,626	13,833	-1,793	-13%	14,560	12,040
2,674	**2,306**	**2,330**	**(510) Outside Services**	**27,666**	**15,626**	**13,833**	**-1,793**	**-13%**	**14,560**	**12,040**
175	0	106	(5523) POSTAGE/E-MAIL	0	648	0	-648	-100%	106	-648
175	**0**	**106**	**(550) Operating Expenses**	**0**	**648**	**0**	**-648**	**-100%**	**106**	**-648**
2,848	**2,306**	**2,436**	**Total Direct Expenses**	**27,666**	**16,274**	**13,833**	**-2,441**	**-18%**	**14,667**	**11,392**
2,848	**2,306**	**2,436**	**Total Expenses Before OH and Taxes**	**27,666**	**16,274**	**13,833**	**-2,441**	**-18%**	**14,667**	**11,392**
3,138	**7,796**	**6,106**	**Contribution Margin**	**93,556**	**71,351**	**46,778**	**24,573**	**53%**	**97,020**	**22,205**
2,848	**2,306**	**2,436**	**TOTAL EXPENSES**	**27,666**	**16,274**	**13,833**	**-2,441**	**-18%**	**14,667**	**11,392**

Perf NCv1.1

7/8/2020 10:40 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ACRL: 403

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
3,138	**7,796**	**6,106**	**Net Rev / (Expense) From Operations**	**93,556**	**71,351**	**46,778**	**24,573**	**53%**	**97,020**	**22,205**
3,369	0	23,888	(4422) ENDOWMENT GAIN/LOSS-REALIZED	0	-15,238	0	-15,238	-100%	64,523	15,238
-266,447	0	72,178	(4423) ENDWMNT GAIN/LOSS-UNREALIZED	0	27,642	0	27,642	100%	-239,441	-27,642
-259,941	**7,796**	**102,171**	**Net Rev / (Expense)**	**93,556**	**83,755**	**46,778**	**36,977**	**79%**	**-77,898**	**9,801**
4,694,075	**7,796**	**5,058,957**	**Ending Net Asset Balance**	**93,556**	**5,037,770**	**46,778**	**4,990,992**	**10670%**	**4,878,888**	**-4,944,214**

Perf NCv1.1

7/8/2020 10:40 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ASSOC/COLL & RES LIB-OBERLY: 403-3651

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
36,830	**0**	**36,483**	**(3000) BEGINNING NET ASSETS**	**0**	**36,830**	**0**	**36,830**	**100%**	**36,483**	**-36,830**
47	86	68	(4420) INT/DIV	1,029	692	515	178	35%	882	337
47	**86**	**68**	**(440) Subtotal Misc.**	**1,029**	**692**	**515**	**178**	**35%**	**882**	**337**
47	**86**	**68**	**Total Revenues**	**1,029**	**692**	**515**	**178**	**35%**	**882**	**337**
21	20	18	(5122) BANK S/C	235	123	118	-6	-5%	115	112
21	**20**	**18**	**(510) Outside Services**	**235**	**123**	**118**	**-6**	**-5%**	**115**	**112**
21	**20**	**18**	**Total Direct Expenses**	**235**	**123**	**118**	**-6**	**-5%**	**115**	**112**
21	**20**	**18**	**Total Expenses Before OH and Taxes**	**235**	**123**	**118**	**-6**	**-5%**	**115**	**112**
26	**66**	**49**	**Contribution Margin**	**794**	**569**	**397**	**172**	**43%**	**767**	**225**
21	**20**	**18**	**TOTAL EXPENSES**	**235**	**123**	**118**	**-6**	**-5%**	**115**	**112**
26	**66**	**49**	**Net Rev / (Expense) From Operations**	**794**	**569**	**397**	**172**	**43%**	**767**	**225**

Perf NCv1.1

7/8/2020 10:40 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ASSOC/COLL & RES LIB-OBERLY: 403-3651

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
27	0	189	(4422) ENDOWMENT GAIN/LOSS-REALIZED	0	-120	0	-120	-100%	510	120
-2,106	0	570	(4423) ENDWMNT GAIN/LOSS-UNREALIZED	0	218	0	218	100%	-1,890	-218
-2,053	**66**	**808**	**Net Rev / (Expense)**	**794**	**667**	**397**	**270**	**68%**	**-613**	**127**
34,777	**66**	**37,291**	**Ending Net Asset Balance**	**794**	**37,497**	**397**	**37,100**	**9345%**	**35,870**	**-36,703**

Perf NCv1.1
7/8/2020 10:41 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ASSOC/COLL & RES LIB-LEAB/RBMS ENDWMNT: 403-3653

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
59,552	**0**	**58,506**	**(3000) BEGINNING NET ASSETS**	**0**	**59,552**	**0**	**59,552**	**100%**	**58,506**	**-59,552**
67	123	96	(4420) INT/DIV	1,478	984	739	245	33%	1,256	494
67	**123**	**96**	**(440) Subtotal Misc.**	**1,478**	**984**	**739**	**245**	**33%**	**1,256**	**494**
67	**123**	**96**	**Total Revenues**	**1,478**	**984**	**739**	**245**	**33%**	**1,256**	**494**
30	28	26	(5122) BANK S/C	337	175	169	-7	-4%	164	162
30	**28**	**26**	**(510) Outside Services**	**337**	**175**	**169**	**-7**	**-4%**	**164**	**162**
175	0	106	(5523) POSTAGE/E-MAIL	0	648	0	-648	-100%	106	-648
175	**0**	**106**	**(550) Operating Expenses**	**0**	**648**	**0**	**-648**	**-100%**	**106**	**-648**
205	**28**	**133**	**Total Direct Expenses**	**337**	**824**	**169**	**-655**	**-389%**	**270**	**-487**
205	**28**	**133**	**Total Expenses Before OH and Taxes**	**337**	**824**	**169**	**-655**	**-389%**	**270**	**-487**
-137	**95**	**-37**	**Contribution Margin**	**1,141**	**160**	**571**	**-410**	**-72%**	**986**	**981**
205	**28**	**133**	**TOTAL EXPENSES**	**337**	**824**	**169**	**-655**	**-389%**	**270**	**-487**

Perf NCv1.1

7/8/2020 10:41 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ASSOC/COLL & RES LIB-LEAB/RBMS ENDWMNT: 403-3653

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
-137	**95**	**-37**	**Net Rev / (Expense) From Operations**	**1,141**	**160**	**571**	**-410**	**-72%**	**986**	**981**
38	0	268	(4422) ENDOWMENT GAIN/LOSS-REALIZED	0	-171	0	-171	-100%	726	171
-2,991	0	810	(4423) ENDWMNT GAIN/LOSS-UNREALIZED	0	310	0	310	100%	-2,723	-310
-3,091	**95**	**1,042**	**Net Rev / (Expense)**	**1,141**	**299**	**571**	**-271**	**-48%**	**-1,010**	**842**
56,461	**95**	**59,548**	**Ending Net Asset Balance**	**1,141**	**59,852**	**571**	**59,281**	**10391%**	**57,496**	**-58,711**

Perf NCv1.1

7/8/2020 10:41 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ASSOC/COLL & RES LIB-H. ATKINSON ENDWMNT: 403-3655

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
179,723	**0**	**183,749**	**(3000) BEGINNING NET ASSETS**	**0**	**179,723**	**0**	**179,723**	**100%**	**183,749**	**-179,723**
229	425	327	(4420) INT/DIV	5,102	3,353	2,551	802	31%	4,293	1,749
229	**425**	**327**	**(440) Subtotal Misc.**	**5,102**	**3,353**	**2,551**	**802**	**31%**	**4,293**	**1,749**
229	**425**	**327**	**Total Revenues**	**5,102**	**3,353**	**2,551**	**802**	**31%**	**4,293**	**1,749**
102	97	89	(5122) BANK S/C	1,164	598	582	-16	-3%	562	566
102	**97**	**89**	**(510) Outside Services**	**1,164**	**598**	**582**	**-16**	**-3%**	**562**	**566**
102	**97**	**89**	**Total Direct Expenses**	**1,164**	**598**	**582**	**-16**	**-3%**	**562**	**566**
102	**97**	**89**	**Total Expenses Before OH and Taxes**	**1,164**	**598**	**582**	**-16**	**-3%**	**562**	**566**
127	**328**	**238**	**Contribution Margin**	**3,938**	**2,755**	**1,969**	**786**	**40%**	**3,732**	**1,183**
102	**97**	**89**	**TOTAL EXPENSES**	**1,164**	**598**	**582**	**-16**	**-3%**	**562**	**566**
127	**328**	**238**	**Net Rev / (Expense) From Operations**	**3,938**	**2,755**	**1,969**	**786**	**40%**	**3,732**	**1,183**

Perf NCv1.1

7/8/2020 10:41 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ASSOC/COLL & RES LIB-H. ATKINSON ENDWMNT: 403-3655

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
129	0	914	(4422) ENDOWMENT GAIN/LOSS-REALIZED	0	-583	0	-583	-100%	2,485	583
-10,197	0	2,762	(4423) ENDWMNT GAIN/LOSS-UNREALIZED	0	1,058	0	1,058	100%	-9,431	-1,058
-9,941	**328**	**3,914**	**Net Rev / (Expense)**	**3,938**	**3,230**	**1,969**	**1,261**	**64%**	**-3,214**	**708**
169,782	**328**	**187,663**	**Ending Net Asset Balance**	**3,938**	**182,953**	**1,969**	**180,984**	**9192%**	**180,535**	**-179,015**

Perf NCv1.1

7/8/2020 10:42 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ASSOC/COLL & RES LIB-ACRL ENDOWMENT: 403-3657

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
4,677,910	**0**	**4,678,047**	**(3000) BEGINNING NET ASSETS**	**0**	**4,677,910**	**0**	**4,677,910**	**100%**	**4,678,047**	**-4,677,910**
5,643	9,468	8,051	(4420) INT/DIV	113,613	82,595	56,807	25,788	45%	105,255	31,018
5,643	**9,468**	**8,051**	**(440) Subtotal Misc.**	**113,613**	**82,595**	**56,807**	**25,788**	**45%**	**105,255**	**31,018**
5,643	**9,468**	**8,051**	**Total Revenues**	**113,613**	**82,595**	**56,807**	**25,788**	**45%**	**105,255**	**31,018**
2,520	2,161	2,196	(5122) BANK S/C	25,930	14,729	12,965	-1,764	-14%	13,720	11,201
2,520	**2,161**	**2,196**	**(510) Outside Services**	**25,930**	**14,729**	**12,965**	**-1,764**	**-14%**	**13,720**	**11,201**
2,520	**2,161**	**2,196**	**Total Direct Expenses**	**25,930**	**14,729**	**12,965**	**-1,764**	**-14%**	**13,720**	**11,201**
2,520	**2,161**	**2,196**	**Total Expenses Before OH and Taxes**	**25,930**	**14,729**	**12,965**	**-1,764**	**-14%**	**13,720**	**11,201**
3,122	**7,307**	**5,855**	**Contribution Margin**	**87,683**	**67,866**	**43,842**	**24,025**	**55%**	**91,535**	**19,817**
2,520	**2,161**	**2,196**	**TOTAL EXPENSES**	**25,930**	**14,729**	**12,965**	**-1,764**	**-14%**	**13,720**	**11,201**
3,122	**7,307**	**5,855**	**Net Rev / (Expense) From Operations**	**87,683**	**67,866**	**43,842**	**24,025**	**55%**	**91,535**	**19,817**

Perf NCv1.1

7/8/2020 10:42 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: ASSOC/COLL & RES LIB-ACRL ENDOWMENT: 403-3657

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
3,176	0	22,517	(4422) ENDOWMENT GAIN/LOSS-REALIZED	0	-14,363	0	-14,363	-100%	60,802	14,363
-251,154	0	68,035	(4423) ENDWMNT GAIN/LOSS-UNREALIZED	0	26,055	0	26,055	100%	-225,398	-26,055
-244,855	**7,307**	**96,407**	**Net Rev / (Expense)**	**87,683**	**79,558**	**43,842**	**35,717**	**81%**	**-73,060**	**8,125**
4,433,055	**7,307**	**4,774,455**	**Ending Net Asset Balance**	**87,683**	**4,757,469**	**43,842**	**4,713,627**	**10752%**	**4,604,987**	**-4,669,786**

Perf NCv1.1

7/8/2020 10:38 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: CHOICE: 404

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
538,536	**0**	**572,349**	**(3000) BEGINNING NET ASSETS**	**0**	**538,536**	**0**	**538,536**	**100%**	**572,349**	**-538,536**
516	1,788	736	(4420) INT/DIV	21,456	7,547	10,728	-3,181	-30%	9,805	13,909
516	**1,788**	**736**	**(440) Subtotal Misc.**	**21,456**	**7,547**	**10,728**	**-3,181**	**-30%**	**9,805**	**13,909**
516	**1,788**	**736**	**Total Revenues**	**21,456**	**7,547**	**10,728**	**-3,181**	**-30%**	**9,805**	**13,909**
230	408	201	(5122) BANK S/C	4,897	1,346	2,449	1,103	45%	1,296	3,551
230	**408**	**201**	**(510) Outside Services**	**4,897**	**1,346**	**2,449**	**1,103**	**45%**	**1,296**	**3,551**
230	**408**	**201**	**Total Direct Expenses**	**4,897**	**1,346**	**2,449**	**1,103**	**45%**	**1,296**	**3,551**
0	0	0	(5904) TRANSFER TO/FROM ENDOWMENT	-42,840	0	0	0	0%	0	-42,840
0	**0**	**0**	**(52) Total Indirect Expenses**	**-42,840**	**0**	**0**	**0**	**0%**	**0**	**-42,840**
230	**408**	**201**	**Total Expenses Before OH and Taxes**	**-37,943**	**1,346**	**2,449**	**1,103**	**45%**	**1,296**	**-39,289**
285	**1,380**	**535**	**Contribution Margin**	**59,399**	**6,201**	**8,280**	**-2,078**	**-25%**	**8,508**	**53,198**
230	**408**	**201**	**TOTAL EXPENSES**	**-37,943**	**1,346**	**2,449**	**1,103**	**45%**	**1,296**	**-39,289**

Perf NCv1.1

7/8/2020 10:38 AM

American Library Association
Performance Report
For the 06 Months Ending February 2020

Fund: LT Endowment Funds/34&35&36: LT Endowment Funds
Unit_Project: CHOICE: 404

February 2020				Year-To-Date						
Actual	Budget	Prior Year Actual		Full Year Budget	Actual	YTD Budget	Variance	Variance %	Prior Year Actual	Remaining Current Budget
285	**1,380**	**535**	**Net Rev / (Expense) From Operations**	**59,399**	**6,201**	**8,280**	**-2,078**	**-25%**	**8,508**	**53,198**
290	0	2,057	(4422) ENDOWMENT GAIN/LOSS-REALIZED	0	-1,312	0	-1,312	-100%	5,710	1,312
-22,948	0	6,216	(4423) ENDWMNT GAIN/LOSS-UNREALIZED	0	2,381	0	2,381	100%	-23,276	-2,381
-22,373	**1,380**	**8,809**	**Net Rev / (Expense)**	**59,399**	**7,269**	**8,280**	**-1,010**	**-12%**	**-9,057**	**52,130**
516,163	**1,380**	**581,158**	**Ending Net Asset Balance**	**59,399**	**545,805**	**8,280**	**537,526**	**6492%**	**563,292**	**-486,406**