



**Association of College and Research Libraries
Budget & Finance Committee Virtual Meeting I**

**Monday, June 5, 2023
1:00 PM to 3:00 PM (CT)**

[Zoom Login](#)

Agenda

Time	Item (Document number follows topic and presenter)
1:00–1:10 p.m. <i>Information</i>	<p>1.0 Welcome (Mocnik)</p> <p>ACRL Budget and Finance Committee Chair Joe Mocnik will welcome the committee and guests. The committee will be asked to identify items for new business at the end of the agenda.</p> <p>A minute taker will be identified, and minutes will be due June 30, 2023:</p> <ul style="list-style-type: none"> • B&F I June 5 minute taker: _____ • B&F II June 15 minute taker: _____
1:10–1:15 p.m. <i>Action</i>	<p>2.0 LLX23 Minutes #1.0</p> <p>The committee will take action on the minutes from their virtual LLX23 meetings.</p>
1:15–1:30 p.m. <i>Information</i>	<p>3.0 FY23 Q3 Performance</p> <ul style="list-style-type: none"> • ACRL FY23 Q3 Update (Malone/Mocnik) #2.0, #2.1, #2.2
1:30–1:45 p.m. <i>Information</i>	<ul style="list-style-type: none"> • Choice FY23 Q3 Update (Hendrick) #3.0
1:45–2:00 p.m.	Break
2:00–2:30 p.m. <i>Information/Discussion</i>	<p>4.0 ALA Overhead Scenarios (Malone/Mocnik) #4.0, #4.1</p> <p>The committee will receive an update on possible overhead scenarios, and will have the opportunity to give feedback on these scenarios.</p>

Time	Item (Document number follows topic and presenter)
2:30–3:00 p.m.	5.0 New Business/meeting reminder (Mocnik) <ul style="list-style-type: none"> • New business TBD • Next meeting: ACRL Budget & Finance Committee Virtual Meeting II: June 15, 2023 1:30 PM to 3:30 PM (CT)
3:00 p.m. <i>Action</i>	6.0 Adjournment (Mocnik)

Next ACRL Budget & Finance Meeting:

- [ACRL Budget & Finance Committee Virtual Meeting II](#): June 15, 2023 1:30 PM to 3:30 PM (CT), [Zoom login](#)

Optional ACRL Board Meetings:

- [ACRL Virtual Board Meeting](#)
June 16, 1:00 to 3:00 pm Central
[Zoom login](#)
- **Board Update (ACRL)**
Friday June 23, 2023
8:00 AM – 10:00 AM Central
Palmer House Hotel, Salon 12 meeting room, 17 E. Monroe Street, Chicago, IL 60603
- **Board of Directors Meeting (ACRL) (Part 1 of 2)**
Saturday June 24, 2023
8:00 AM – 9:30 AM Central
Palmer House Hotel, Salon 12 meeting room, 17 E. Monroe Street, Chicago, IL 60603
- **Board of Directors Meeting (ACRL) (Part 2 of 2)**
Saturday June 24, 2023
2:00 PM – 3:30 PM Central
Palmer House Hotel, Salon 12 meeting room, 17 E. Monroe Street, Chicago, IL 60603

Optional ALA Executive Board Meetings:

Optional but attend the following ALA Governance meetings. ALA Executive Board accompanying documents can be found on the [ALA Executive Board Document Inventory 2022-2023](#).

- **ALA Executive Board Meeting**, Friday, June 23, 9:00 - 12:00 p.m. [Click here to join](#).
Meeting ID: 935 0923 3161; Passcode: 933626
- **ALA Executive Board Meeting**, Monday, June 26, 1:00 - 5:00 p.m. [Click here to join](#).
Meeting ID: 935 0923 3161; Passcode: 933626
- **ALA Executive Board Meeting**, Tuesday, June 27, 8:00 - 10:30 a.m. [Click here to join](#).
Meeting ID: 935 0923 3161; Passcode: 933626



Association of College and Research Libraries
Budget & Finance Committee Virtual Meeting II

Thursday, June 15, 2023
1:30 PM to 3:30 PM (CT)

[Zoom Login](#)

Agenda

Time	Item (Document number follows topic and presenter)
1:30–1:35 p.m. <i>Information</i>	<p>1.0 Welcome (Mocnik)</p> <p>ACRL Budget and Finance Committee Chair Joe Mocnik will welcome the committee and guests.</p> <p>A minute taker was identified at the B&F I virtual meeting, and minutes will be due June 30, 2023:</p> <ul style="list-style-type: none">• B&F I June 5 minute taker: Tracy Bicknell-Holmes• B&F II June 15 minute taker: Nathan Frank Hall
1:35–1:50 p.m. <i>Discussion</i>	<p>2.0 Overhead follow-up and comments for ALA Treasurer (Mocnik) FYI-4</p> <p>The Committee will discuss if there are further comments it would like to submit on the overhead scenarios discussed during its previous meeting or general ALA finances for Mocnik to convey to ALA Treasurer and ALA Operating Agreement Implementation Task Force Chair Peter Hepburn, who will speak at the June 16 ACRL Board virtual meeting.</p>
1:50–2:05 p.m. <i>Information/Discussion/Action</i>	<p>3.0 Choice TBD Action (Hendrick) #7.0, #7.1</p> <p>The Committee will receive an update, then discuss and take action on a TBD Choice action with minor financial implications.</p>

Time	Item (Document number follows topic and presenter)
2:05–2:15 p.m. <i>Discussion</i>	4.0 FY24 Budget Timeline (Mocnik) FYI-5 Prior to the pandemic, the Board and Committee typically took action on the budget at Annual Conference. Since the pandemic, action has been delayed to the summer. The Committee will discuss if it would like to again take action later this summer on the budget.
2:15–2:30 p.m.	Break
2:30–2:45 p.m. <i>Information/Discussion</i>	5.0 Preliminary FY24 Budgets The committee will receive and update and discuss the budgets for ACRL and Choice.
2:45–3:00 p.m. <i>Information/Discussion</i>	<ul style="list-style-type: none"> • ACRL FY24 Budget (Mocnik/Payne) #5.0, #5.1#5.2 • Choice FY24 Budget (Hendrick) #5.2, #6.0, #6.1
3:00–3:30	6.0 New Business/Next meeting (Mocnik) <ul style="list-style-type: none"> • Next meetings: <ul style="list-style-type: none"> ○ FY24 budget: Depending on the outcome of the budget timeline discussion, the Committee may next meet and/or hold a virtual vote regarding the FY24 budget in late summer/early fall. ○ Fall Orientation & FY25 Assumptions: Staff will be in touch in the coming weeks to schedule a virtual fall orientation and a meeting to discuss the FY25 budget assumptions.
3:30 p.m. <i>Action</i>	7.0 Adjournment (Mocnik)

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ACRL Budget & Finance Committee June 2023

Document Inventory

Black = Included in packet

Red = Pending

Blue = New Documents

Doc #	Document
Doc 1.0	ACRL Budget & Finance Committee Minutes LLX23
Doc 2.0	ACRL FY23 Q3 Memo
Doc 2.1	ACRL FY23 Q3 Report
Doc 2.2	ACRL FY23 Q3 Commentary to ALA
Doc 3.0	Choice FY23 Q3 Update
Doc 4.0	Operating Agreement Implementation Task Force Report (confidential; sent via email)
Doc 4.1	ALA-Last 2 Years Avg Overhead by Unit (confidential; sent via email)
Doc 5.0	ACRL FY24 Budget Memo
Doc 5.1	ACRL FY24 Budget
Doc 5.2	FY24 Budget Assumptions: ACRL & Choice
Doc 6.0	Choice FY24 Memo
Doc 6.1	Choice FY24 Budget
Doc 7.0	Board/B&F Action Form: TBA Choice Action (confidential; sent via email)
Doc 7.1	TBA Choice Action Background (confidential; sent via email)

FYI Links

- [FYI-1 ACRL Plan for Excellence](#)
- [FYI-2 ALA Bylaws \(approved April 2023\)](#)
- [FYI-3 ACRL Guide to Policies and Procedures: 6.2.7 Overhead Charges](#)
- [FYI-4 ALA Executive Board Annual 2023 Draft Agendas](#)
- [FYI-5 ACRL Budget Planning Process](#)



ACRL Budget and Finance

February 2, 2023

2-4pm CST

Minutes

Agenda

Present: Dr. Joe Mocnik – Chair, Tracy-Bicknell-Holmes, Dr. Jessica Boyer, Dr. Susan Breakenridge (meeting recorder), Julie Garrison, Dr. Nathan Hall, Mrs. Madhu Kadiyala, Robert McDonald, Rachel Minkin, Valrie Minson, Katy O’Neill, and Matthew Shaw.

Also present: Dr. Jay Malone – ACRL (Ex-Officio), Dr. Beth McNeil (Ex-Officio), Elois Sharpe – ACRL Staff Liaison, Lauren Carlton – ACRL, Rachel Hendrick – ACRL/Choice, Mary Petrowski – ACRL, Aleah Price - ACRL

2:00 – 2:10pm

1.0 Welcome and Introductions (Mocnik)

- ACRL Budget & Finance Chair Joe Mocnik welcomed the committee and guests and noted this was our 1st official meeting. He asked the group to introduce themselves including something memorable about them.

2:10-2:15pm

2.0 Assign/Review Recorders (Mocnik)

- Chair Mocnik asked for volunteers to be the recorders for the upcoming meetings.
 - Feb 2nd meeting - Susan Breakenridge
 - Feb 6th meeting - Robert McDonald
 - Feb 10th meeting - Nathan Hall

2:15-2:20pm

3.0 – Adoption of the Agenda (Mocnik)

- Motion to adopt the agenda by Consensus – no one opposed
- Any additions to the agenda – none
- Motioned approved

2:20-2:25pm

4.0 – August 3, 2022 Virtual Meeting Minutes (Mocnik)

- Motion to approve – Katy O'Neill
- Seconded – Tracy Bicknell-Holmes
- Any corrections – Tracy Bicknell-Holmes had a friendly correction – on page 2 of the minutes under the Chapters Funding Model, bullet 2 – the word 'people' should be changed to 'members'
- Chair called for the vote of approval of the minutes with correction – Motion approved.

2:25-2:40pm

5.0 – Debrief of Joint Board/B&F & ALA Finance Meetings (Mocnik/Malone)

- Dr. Malone shared the background for the ALA Bylaw Changes/revision and noted that the bylaw convention was held last week. He mentioned the changes to the operating agreement and how a consultant will be brought in to work with the subgroup on finances and looking at overhead cost models (including potentially changing the term from overhead costs to indirect costs). The consultant may also look at net assets, but it is still uncertain how the net asset funds will be used/treated.
- Questions/discussion -
 - Nathan Hall asked about the potential impact of renaming overhead as indirect costs on the GuideStar reviews. Dr. Malone explained terminology doesn't matter as audits have their own terms and definitions so the ACRL staff will be able to enter appropriate information.
 - Robert McDonald asked about what prompted the rewrite of the bylaws to not include finance. Dr. Malone explained the bylaw and operating agreement are separate but have a little overlap. Having the finance part pulled out from bylaws allows for more flexibility especially considering how much effort it takes to change bylaws.

2:40-2:50pm

6.0 – Review of Progress on B&F Committee's Work Plan (Mocnik)

- Chair Mocnik went through the B&F Committee's Work Plan (pages 7-35 in the committee packet)

3:00-3:15pm

7.0 – ACRL Finances (Malone)

- Dr. Malone reviewed the FY22 Close document (page 36 – 38, Doc 3). The revenues exceeded budgeted projections in most categories. Most of the expenses came in less than was budgeted. Overall ACRL beat the budgeted deficit by \$580,731. He noted some discrepancies/variances (page 43 – 44, Doc 3.02).
- Dr. Malone continued with the review of FY23 Q1 Performance Report (page 45 – 46, Doc 3.1). Revenues are on budget and the expenses remain ahead of budget.
- Dr. Malone briefly touched on the ACRL FY24 Preliminary Executive Summary (page 51 – 53, Doc 3.3). He noted the budget cycles with difference between years with and without a conference and specifically pointed out Page 53 Line 104 – comparing FY2024 with FY2022.

3:15-3:30pm

8.0 – CHOICE Finances (Hendrick)

- Ms. Hendrick reviewed the CHOICE finance documents started with the FY22 Final Close (page 54, Doc 4.0). She shared that they ended FY22 ahead of budget with a net operating income of \$154, 482 instead of the projected deficit. She noted on the expense side, they ended the year better than budgeted some due to the PPP allocation of \$153K and by continued cost cutting. She reiterated the positive change has taken time to achieve.
- Ms. Hendrick continued with the FY23 Q1 close information (page 55 – Doc 4.1). The first quarter ended strong with a net operating income of \$40,550.
- Lastly, Ms. Hendrick briefly went over the FY24 CHOICE Budget at a Glance (page 56 – Doc 4.2) noting that currently the revenues are stronger estimates than expenses.

3:30-3:45pm

9.0 – Chapter Funding (Malone/Carlton)

- Ms. Carlton provided an overview and update on the ACRL Chapter Funding Policy (pages 57 – 59, Doc 5.0). It has been previously proposed that due to the lack of utilization of the funds provided to ACRL to the Chapters and the significant amount of staff time to trace the expenses, to discontinue the funding. At the last meeting, she was asked to share this out with the Chapters. She didn't hear anything from the chapters other than one asking if it the decision was completed.
- Motion made by Jessica Boyers for the "Budget & Finance Committee Action Recommended - That the ACRL Budget & Finance Committee approves the recommendation to the ACRL Board of Directors to update the ACRL Guide to Policies and Procedures, Chapter 5 to eliminate funding for ACRL Chapters per Doc 7.1." Tracy Bicknell-Holmes seconded the motion
- Discussion –
 - Katy O'Neill asked if there are other activities eating staff time that could also be cut to help bring down expenses. Dr. Malone noted that they may look at sections next but that review will be more complicated than that of the chapters.
- Chair Mocnik called for the vote. The motion passed

3:34-4:00pm

10.0 – New Business (Mocnik)

- Chair Mocnik thanked everyone for being here. Shared a musical piece for brass quintet written for Hale library in honor of fire restoration and asked if anyone knows of any other similar items. Robert McDonald shared the following link in chat:
<https://www.nypl.org/blog/2017/04/18/songs-libraries-librarians>
- Dr. Malone noted the next meeting will include looking at the 5-year projection for CHOICE and obtaining feedback from the committee. He also acknowledged that we have two meetings next week: Monday 2/6 which is a joint Board and B&F meeting and Friday 2/10 of just this group.

4:00pm

11.0 – Adjourn (Mocnik)

- Motion to adjourn by Tracy Bicknell-Holmes
- Seconded by Beth McNeil
- Motion approved



Joint Board & Budget and Finance Committee Meeting - 02.06.23

10-12 pm central time

Meeting Feb 6, 2023

Minutes

Attendees:

Board Members: Jessica Brangiel, Walter Butler, Cinthya Ippoliti, Beth McNeil, Kim Copenhaver, Rebecca Miller-Waltz, Kara Whatley, Yasmeen Shorish, Toni Anaya, Karen Schneider, Jay Malone, Julie Garrison

Budget & Finance Members: Joe Mocnik (Chair), Jay Malone, Tracy Bicknell-Holmes, Jessica Boyer, Susan Breakenridge, Katy O'Neil, Rachel Minkin, Matthew Shaw, Madhu Kadiyala, Mary Petrowski, Valrie Minson

ACRL: David Free, Aleah Price, Erin Nevius, Elois Sharpe,

ALA: Melissa Walling (partial attendance for dues discussion)

Agenda

- 10 - 10:10am - Intros Joe Mocnik
 - All committee members and board members introduced themselves.
- 10:10 - 10:22am - 2.0 ALA/ACRL Finance Update (Malone)
 - **Decision** - Motion to approve the agenda for Feb 6, 2023 (Bicknell-Holmes 1st/Boyer 2nd) - **motion approved**
 - Discussed operating agreement with ALA and ACRL
 - 3 Tracks of Operating Agreement
 - Committee on Organization (Pace)
 - revised operating agreement
 - Operating Agreement Budget Implementation Group (Hepburn/Sordinas)
 - Indirect Cost Allocation is key item
 - Policy Group (Hall)
 - mostly ALA Staff on this group
 - separating policy and budget from bylaws
- 10:22-10:50am - 3.0 ALA Finance Update (Schneider)
 - BARC is advisory committee to council - subcommittee of ALA Executive Board
 - BARC does not have fiduciary responsibility

- Narrowing of gap in financial reporting since Jan 2020 because of expert leadership and direction
- Net balance due to salary savings
- Still assuming 26.5% overhead
- Goals for Budget
 - Membership- get to 18% of market share
 - currently at 15% market share
 - Continuing Education
 - New budget metrics
- Council Board Docs 3.14 and 3.14a are important to review from Schneider's perspective on ALA Division budgets etc.
- Discussion of ALA membership from Walling (ALA)
 - ACRL has 25.4% of academic market share
- Discussion of new ALA dues model (Walling)
 - simplified round table dues w/exception of international relations round tables - implementation in FY 24
 - this will serve as test to see about making dues across divisions more consistent
 - new dues structure will not happen until FY 25 (high likelihood)
 - are institutional member benefits/rates included in what is coming next?
 - Focused now on personal memberships since they are they most prominent vs organizational and corporate member benefits
 - Thinking of membership structure as gateway
- 10:50 - 11:20am - 4.0 Individual Membership Dues (Mocnik/Petrowski) #A, #A.1
 - Petrowski - Discussion of memo: Personal membership dues rate for FY24
 - If no action is taken and dues are not raised can not go back and retroactively adjust
 - Did not raise dues in 2021 in solidarity with ALA because of COVID
 - ALA price increases from - cost of ACRL would be at about half the price of ALA dues
 - Discussed Doc A.1 and Losses from reduced student rate - increased overall no of students with the price reduction
 - Increased no of student memberships that convert to full paying dues members
 - *Motion for Dues Increases for Budget & Finance Committee (Petrowski)*
 - That the Budget & Finance Committee recommends to the ACRL Board of Directors raising ACRL regular personal membership dues by four dollars (\$4.00) and retired membership rates by two dollars (\$2.00) as permitted by the 2022 HEPI. The FY22 HEPI reported a 5.2% increase. This increase permits increasing the ACRL personal dues rates for FY24 to:
 - 1. Personal members: \$74
 - 2. Retired members: \$48
 - Discussion -
 - Concerns about academic library salaries not keeping up with HEPI index
 - Mary Jane - recent survey is from 2018 so a bit old - has the demographic and salary data

- COVID has changed alot and conferences have changed - added expense of hybrid environment to in-person conference and raises costs considerably - hard to tell who will show up in person
 - LibLearnX - could not meet budget expectations due to attendance
 - ACRL Conference - can not predict in-person attendance - will not be where it has been in the past
 - Dues with \$155 ALA Dues will be \$229 with new \$74 membership
 - Most ACRL members are administrators from 2018 demographic survey
 - increase is 5.2% increase
 - **Decision - motion approved (7 in favor - 3 opposed - 0 abstained)**
- 11:20 - 11:40am - 5.0 Student Membership Dues (Mocnik/Petrowski) #B, #B.1, #C
 - 3 year pilot test - lower student fees from \$41 to \$5
 - have increase student members by 25.7% - 161 student member increases - 10% of membership
 - decision for this group FY24 - keep \$5 student memberships - with ALA possibly changing memberships in FY 25
- Motion for ACRL Budget and Finance Committee
 - That the ACRL Board of Directors approves a student dues rate of \$5 for FY24.
 - Discussion:
 - ALA does have tiered membership on-ramp - moves up over 3 year period after being a student
 - Membership model out of ALA may standardize student membership dues across the divisions
 - Some committee members were interested in keeping the pilot project going to have rate as same for FY24
 - Should we be raising student rates from \$5 to \$7
 - **Decision - motion approved (8 in favor - 0 opposed - 2 abstentions)**
- 11:40- 11:56am - Joe handed meeting over to Erin Ellis for Board Vote
 - Motion for ACRL Board :
 - *That the ACRL Board of Directors approves the Budget & Finance Committee recommend to raising ACRL regular personal membership dues by four dollars (\$4.00) and retired membership rates by two dollars (\$2.00) as permitted by the 2022 HEPI. The FY22 HEPI reported a 5.2% increase. This increase permits increasing the ACRL personal dues rates for FY24 to:*
 - 1. Personal members: \$74
 - 2. Retired members: \$48
 - Discussion:
 - Discussion of the increases
 - Can we do longer term study of dues for health of organization
 - Can we offer amendments to the motion
 - Shorish presents amendment to the motion to be \$72 instead of \$74 for regular member rates
 - States that the difference will be \$13,000 difference in income
 - Approved Brangiel 1st and McNeil 2nd
 - Whatley prefers regular price increase of \$74

- Question asked about administrators as members in ACRL - based on 2018 membership survey where they describe types of work
- **Decision - Original Motion - motion approved (8 in favor - 3 opposed - 0 abstentions)**
- **Amended Motion - motion not-approved (5 in favor - 6 opposed - 0 abstentions)**
- **Decision on Motion to maintain student dues at \$5 by ACRL Board**
 - **(10 in favor - 0 opposed - 0 abstentions)**
- Thanks to ACRL Staff from Jay Malone and Joe Mocnik
- Thanks to Mary Jane Petrowski from Erin Ellis
- Adjourned at 11:59am by Joe Mocnik



ACRL Budget and Finance II
February 10, 2023 | 2:00 PM – 4:00 PM CST

Minutes

Attendees

ACRL Elois Sharpe, Erin Nevius, David Free, Jay Malone
CHOICE Rob Macaione, Rachel Hendrick, Grace Wiersma, Sharon Coleman, Rebecca Radl, Deb Villavicencio, Rita Balasco, Joan Duquette, Pam Marino, Daniel Pfeiffer
B&F Nathan Hall, Susan Breakenridge, Joe Mocnik, Jessica Boyer, Madhu Kadiyala, Matthew Shaw, Robert McDonald, Tracy Bicknell-Holmes, Beth McNeil, Erin Ellis

Minutes

1.0 Welcome (Mocnik)

2.0 Adoption of the Agenda (Mocnik)

The committee adopted the agenda by consensus.

3.0 Review of 5-year projections (Mocnik/Malone/Hendrick) #6.0,#6.1

The committee reviewed the 5-year financial projections for ACRL and Choice.

4.0 Commitment to Choice (Mocnik/Malone) #7.0

The committee discussed the recommendation that ACRL commit to Choice for 5 years.

Committee went into executive session

Motion: Tracey Bicknell Holmes

Second: Susan Breakenridge

Motion carried unanimously

5.0 New Business (Mocnik)

The committee discussed new business:

None

Adjourn (Mocnik)

Motion: Tracey Bicknell Holmes

Second: Robert McDonald

Motion carried

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Memo

To: ACRL Budget and Finance Committee, ACRL Board of Directors

From: Robert J Malone, ACRL Executive Director

Date: May 26, 2023

Re: 3rd Quarter Report (as of April 30, 2023), FY 2023

As a reminder, ACRL's budget is best considered on a two-year cycle due to the ACRL Conference in odd-numbered years. Expenses for the Conference are spread across two years which, typically, create deficits in even years and surpluses in odd years. Revenues deferred in even years are recognized in odd years upon the conclusion of the ACRL Conference. However, the pandemic has introduced uncertainty for budgeting.

Executive Summary

ACRL Total	FY23 Q3 Actual	FY23 Q3 Budget	Var.
Revenues	\$3,054,249	\$3,061,348	(\$7,099)
Expenses	\$2,464,075	\$3,062,722	(\$598,647)
NET	\$590,174	(\$1,374)	\$591,548

ACRL's FY23 Q3 performance report from ALA shows a strong positive net. Although revenue projections were slightly under budget, expenses were below budget by almost \$600,000, leaving us with a net of \$591,548. However, this report runs only through April, which means that although we have been able to count most of the revenue associated with the 2023 meeting, we are still adding expenses and those will be considerable.

ACRL Revenues

Revenue is close to budgeted amounts, the \$7,091 difference represents .2% of the budget, a remarkable testimony to the team's ability to forecast revenue.

C&RL News remains strong, \$56,110 ahead of budget, a testament to the fine work of our editor. Online product advertising revenue (vendor e-blasts, newsletter sponsorships, etc.) have performed

well and our share of ALA JobLIST revenue, as was the case last year, is far ahead of budget due to better-than-expected performance in the LIS job placement market. JoLIST's performance has been a pleasant revenue surprise for FY23 but we will budget conservatively for FY24. As was the case last year, non-periodical publications continue to perform in stellar fashion, some \$44,636 ahead of budget. Revenue for Benchmark and Project Outcome remain behind budget but team members have been meeting, in conjunction with PLA, to map a future of increased revenue with a goal of at least breaking even.

Although membership is down slightly compared to FY22, we did see an increase in memberships from the start of FY23 (8,262 up to 8,477), which is likely due to the conference. This increase put us ahead of budget by \$6,101. The conference was also a likely source of a healthy increase in new memberships (14.69%) compared to FY22. Advisory services' revenue was \$10,100 ahead of YTD budget, reflecting a healthy surge in such services.

As was the case last year, licensed workshop (RoadShow) revenues remain below budget due mainly to the suspension of in-person RoadShows. Although most of the booked road shows for FY23 remain virtual, we are beginning to see increased activity with in-person events. Web Continuing Education recovered a bit from last year, as was the hope, exceeding budget by \$8,357. Perhaps the most remarkable revenue prediction of the quarter has to do with the Pittsburgh conference. With no historical data to make projections for a post-pandemic meeting, revenue was almost spot on, exceeding budget by \$1,054, a variance of .05%! Planning for the first in-person Rare Books and Manuscripts Section meeting in 3 years is proceeding well, with registrations on target for this hybrid event.

ACRL Expenses

ACRL expenses are 20% below budget.

- Membership services were 77% below budget, which will help with the projected FY23 \$122,766 deficit for this line item.
- As was the case last year, the lack of in-person Board meetings saved considerable expense, some \$67,515 through April. The Board will be considering the future of its in-person meetings during its June 2023 deliberations.
- Expenses for periodicals, non-periodicals, and numerous other line items were down across the board. The one expense for which we will see an increase will be for the ACRL conference, which is currently some \$578,504 under budget.

ACRL Net revenue

Per the performance reports, ACRL ended April 2023 with a net of \$591,548, which is far ahead of the projected deficit of \$1,374.

ACRL LTIs

ACRL's ending long-term investments were at \$4,567,270, an amount that will undoubtedly decrease once further reports are received for the quarter. Board and Budget and Finance Committee members will recall that ACRL signed a letter with the Public Library Association -- sent to ALA President Patty Wong in May 2022 -- protesting the fact that ALA mandated that the 5% draw on the 20-quarter average be used as ALA directed, rather than it be used as recommended by ACRL's Budget and Finance Committee, subject to approval by the Board. Please note that any draw for 2023 will be used for ACRL expenses. Division autonomy in the use of LTI funds is outlined in the Operating Agreement and is a part of Budget and Finance's work plan. The revisions to the Operating Agreement will likely impact how these funds are used.

ACRL Operating Reserves

As of April, the beginning reserves stood at \$3,808,717 with a mandated reserve of \$767,709. As mentioned above, a revised Operating Agreement will also have an effect on the use of these funds.

ALA Pivot Strategy Goals

Looking at ACRL's current performance and plans in relation to ALA priorities, we share a few important data points:

- ALA's five-year financial plan aims to reduce spending on personnel in relation to revenue. ACRL Salaries/benefits must be no more than 45 percent of expenses, and total administrative costs no more than 60 percent of the total operating budget, not including Choice. ACRL's FY23 budgeted salaries are 24% of the average of the last two-years of expenses.
- An ALA tactical goal per the pivot strategy is for contributed revenue to comprise 10% of all revenue. ACRL looks forward to continuing to explore appropriate foundations to approach, with help and guidance from ALA institutional advancement.
- Another ALA tactical goal is 15% market share. ACRL market penetration has been above 34% for 16 years. We look forward to continuing ACRL's new member onboarding program to increase engagement and retention, in coordination with ALA's new engagement plan.
- We are fortunate to have dedicated members elected or appointed to volunteer in over 1,200 positions across ACRL. With an ACRL membership of 8,447 (as of April 2023), the ratio of 1 position for approximately every 7 members means there are many engagement opportunities available. Without the time and energy of member volunteers, ACRL would not be able to accomplish nearly as much for the good of the profession.

FY23 actuals through March 31, 2023

	FY23	FY23	FY23	FY23	FY23	FY21*	FY21*	FY21*
	Budget	Q3 Budget	Q3 Actual	\$ Variance	% Variance	Q3 Actual	\$ Variance	% Variance
Beginning Reserves								
Reserve Sept. 1: ACRL Operating	\$3,218,533	\$3,218,533	\$3,218,533	\$0	0%	\$2,581,390	\$637,143	25%
Reserve Sept. 1: ACRL LTI	\$5,579,864	\$5,579,864	\$5,209,693	\$0	0%	\$5,523,667	\$56,198	-6%
Reserve Sept. 1: CHOICE Operating	\$3,078,726	\$3,078,726	\$3,078,726	\$0	0%	\$2,924,245	\$154,482	5%
Reserve Sept. 1: CHOICE LTI	\$553,388	\$557,493	\$557,493	\$0	0%	\$621,058	(\$67,670)	-10%
Total	\$12,430,511	\$12,434,616	\$12,064,446	\$0	0%	\$11,650,359	\$780,152	4%
Revenues								
Membership								
Dues	\$497,854	\$290,415	\$296,516	\$6,101	2%	\$391,492	(\$94,976)	-24%
Standards, Licensing Fees	\$150	\$88	\$0	(\$88)	-100%	\$0	\$0	N/A
Advisory	\$82,000	\$41,000	\$51,100	\$10,100	25%	\$25,000	\$26,100	N/A
Awards	\$0	\$0	\$0	\$0	N/A	\$4,000	(\$4,000)	-100%
Special Events	\$15,125	\$3,025	\$6,125	\$3,100	N/A	\$3,500	\$2,625	N/A
Equity, Diversity & Inclusion	\$27,500	\$16,042	\$11,500	(\$4,542)	N/A	\$25,500	(\$14,000)	-55%
Project Outcome	\$13,685	\$7,889	\$1,500	(\$6,389)	N/A	\$1,788	(\$288)	N/A
Subtotal	\$636,314	\$358,458	\$366,741	\$8,283	2%	\$451,279	(\$84,538)	-19%
Publications								
CHOICE	\$2,251,395	\$1,290,064	\$1,232,110	(\$57,954)	-4%	\$1,304,500	(\$72,390)	-6%
C&RL	\$20,325	\$11,931	\$5,182	(\$6,749)	-57%	\$9,032	(\$3,849)	-43%
C&RL News	\$537,725	\$307,833	\$363,942	\$56,110	18%	\$306,702	\$57,241	19%
RBM	\$17,598	\$8,866	\$11,803	\$2,937	33%	\$22,483	(\$10,680)	-48%
Nonperiodical Publications	\$273,612	\$158,315	\$202,951	\$44,636	28%	\$195,939	\$7,012	4%
Library Statistics	\$228,299	\$104,043	\$52,487	(\$51,556)	-50%	\$79,259	(\$26,771)	-34%
Subtotal	\$3,328,954	\$1,881,052	\$1,868,476	(\$12,576)	-1%	\$1,917,914	(\$49,438)	-3%
Education								
Institutes & Liscensed Workshops	\$266,850	\$33,250	\$22,558	(\$10,692)	-32%	\$0	\$22,558	N/A
ACRL Conference	\$1,980,330	\$1,980,330	\$1,981,384	\$1,054	0%	\$1,391,458	\$589,925	42%
RBMS Conference	\$209,982	\$0	\$1,655	\$1,655	N/A	\$60,710	(\$59,055)	-97%
Annual Conference & LLX Programs	\$14,000	\$2,800	\$0	(\$2,800)	N/A	\$1,000	(\$1,000)	N/A
Web-CE	\$63,888	\$37,188	\$45,546	\$8,357	22%	\$93,222	(\$47,676)	-51%
Subtotal	\$2,535,050	\$2,053,568	\$2,051,142	(\$2,426)	0%	\$1,546,390	\$504,752	33%
Special Programs								
Friends of ACRL-Restricted	\$0	\$0	\$65,281	\$65,281	N/A	\$0	\$65,281	N/A
Friends of ACRL-Operating	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
ALA Mandate	\$100,000	\$58,333	\$0	(\$58,333)	N/A	\$0	\$0	N/A
Total Revenues								
Total Revenues ACRL	\$4,348,923	\$3,061,348	\$3,054,249	(\$7,099)	0%	\$2,611,083	\$443,165	17%
Total Revenues CHOICE	\$2,251,395	\$1,290,064	\$1,232,110	(\$57,954)	-4%	\$1,304,500	(\$14,436)	-6%
Total Revenues ACRL & Choice	\$6,600,318	\$4,351,412	\$4,286,358	(\$65,053)	-1%	\$3,915,583	\$435,828	9%

FY23 actuals through March 31, 2023

	FY23	FY23	FY23	FY23	FY23	FY21*	FY21*	FY21*
	Budget	Q3 Budget	Q3 Actual	\$ Variance	% Variance	Q3 Actual	\$ Variance	% Variance
Expenses								
Membership								
Membership Services	(\$122,766)	\$52,911	\$12,193	(\$40,718)	-77%	\$19,715	(\$7,522)	-38%
Board	\$138,858	\$75,711	\$8,196	(\$67,515)	-89%	\$4,052	\$4,144	102%
Advisory	\$74,837	\$42,709	\$43,291	\$582	1%	\$20,787	\$22,503	108%
Standards Distribution	\$313	\$23	\$0	(\$23)	-100%	\$11	(\$11)	-100%
Awards	\$23,412	\$12,805	\$0	(\$12,805)	N/A	(\$2,578)	\$2,578	N/A
Chapters	\$17,748	\$8,572	\$0	(\$8,572)	-100%	\$0	\$0	N/A
Committees	\$87,794	\$47,023	\$0	(\$47,023)	-100%	\$3,313	(\$3,313)	N/A
Sections	\$152,252	\$79,569	\$1,777	(\$77,792)	-98%	\$4,633	(\$2,856)	-62%
C&RL Over Revenue	\$0	\$0	\$0	\$0	N/A	\$3,568	(\$3,568)	N/A
C&RL News Over Revenue	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Liaisons to Higher Ed. Organizations	\$33,210	\$20,857	\$13,237	(\$7,620)	-37%	\$10,209	\$3,028	30%
Special Events	\$14,200	\$1,505	\$163	(\$1,343)	-89%	\$100	\$63	N/A
Information Literacy	\$42,782	\$40,977	\$14,273	(\$26,704)	-65%	\$4,712	\$9,561	203%
Scholarly Communications	\$62,337	\$36,201	\$6,329	(\$29,871)	-83%	\$12,800	(\$6,471)	-51%
Value of Academic Libraries	\$27,865	\$14,868	\$0	(\$14,868)	N/A	\$0	\$0	N/A
Government Relations	\$21,915	\$11,927	\$2,333	(\$9,594)	-80%	\$9,167	(\$6,834)	-75%
Scholarships	\$99,500	\$99,500	\$35,000	(\$64,500)	N/A	\$0	\$35,000	N/A
Annual Conference Programs	\$27,311	\$1,885	(\$1,000)	(\$2,885)	N/A	\$3,629	(\$4,629)	N/A
New Roles & Changing Landscapes	\$4,733	\$1,000	\$0	(\$1,000)	-100%	\$3,000	(\$3,000)	N/A
Equity, Diversity & Inclusion	\$83,340	\$47,201	\$6,447	(\$40,754)	-86%	\$14,593	\$3,447	115%
Project Outcome	\$93,125	\$53,443	\$46,844	(\$6,598)	-12%	\$56,171	(\$9,326)	-17%
Subtotal	\$882,764	\$648,688	\$189,083	(\$459,605)	-71%	\$167,882	\$21,202	13%
Publications								
CHOICE	\$2,281,625	\$1,383,238	\$1,340,791	(\$42,447)	-3%	\$1,200,900	\$139,891	12%
C&RL	\$60,763	\$26,114	\$8,042	(\$18,073)	-69%	\$9,032	(\$990)	-11%
C&RL News	\$378,743	\$202,830	\$92,635	(\$110,195)	-54%	\$177,550	(\$84,915)	-48%
RBM	\$20,705	\$9,918	\$7,668	(\$2,250)	-23%	\$11,652	(\$3,985)	-34%
Nonperiodical Publications	\$214,700	\$109,511	\$81,703	(\$27,808)	-25%	\$76,067	\$5,636	7%
Library Statistics	\$298,355	\$197,597	\$58,566	(\$139,031)	-70%	\$8,067	\$50,499	626%
Subtotal	\$3,254,892	\$1,929,208	\$1,589,404	(\$339,803)	-18%	\$1,483,268	\$106,136	7%
Education								
Institutes & Liscensed Workshops	\$271,198	\$66,443	\$4,275	(\$62,168)	-94%	\$608	\$3,667	17%
ACRL Conference	\$1,823,875	\$1,678,319	\$1,099,816	(\$578,504)	-34%	\$681,655	\$418,160	163%
RBMS Conference	\$195,230	\$46,264	\$8,912	(\$37,352)	-81%	\$20,719	(\$11,807)	-175%
Web-CE	\$44,417	\$20,959	\$9,888	(\$11,071)	-53%	\$18,550	(\$8,662)	-214%
Subtotal	\$2,334,720	\$1,811,985	\$1,122,890	(\$689,094)	-38%	\$721,532	\$401,358	180%
Special Programs								
Friends of ACRL-Restricted	\$0	\$0	\$65,281	\$65,281	N/A	(\$350)	\$0	N/A
Friends of ACRL-Operating	\$31,556	\$13,103	\$1,337	(\$11,766)	-90%	\$440	\$897	204%
Subtotal	\$31,556	\$13,103	\$66,618	\$53,515	408%	\$90	\$66,528	74109%
Unallocated Admin Expenses	\$17,013	\$42,977	\$902,152	\$859,175	1999%	\$972,243	(\$70,092)	-7%
	-\$14,085	-\$8,077						
Total Expenses								
Total Expenses ACRL	\$4,239,319	\$3,062,722	\$2,464,075	(\$598,647)	-20%	\$2,144,465	\$319,610	15%
Total Expenses CHOICE	\$2,281,625	\$1,383,238	\$1,340,791	(\$42,447)	-3%	\$1,200,900	\$139,891	12%
Total Expenses ACRL & CHOICE	\$6,520,944	\$4,445,960	\$3,804,866	(\$641,094)	-14%	\$3,345,365	\$459,501	14%

* = Column G includes FY20 actuals for ACRL to reflect two-year conference budget and FY21 actuals for Choice.

Name of Unit: ACRL

Unit Manager: Jay Malone

of Staff: 12

Revenue Stream(s) the Unit Supports:

☒Conference Services ☒Membership ☒Publishing

☒Continuing Education ☒Contributed Revenue

Unit Financial Report YTD:

Revenues	Actual FY to date	Budget	Variance
<i>Dues</i>	\$ 296,516	\$ 290,415	\$ 6,101
<i>Sales Net</i>	\$ 141,925	\$ 111,315	\$ 30,610
<i>Other Sales</i>	\$ 303,701	\$ 406,273	\$ (102,572)
<i>Subscriptions</i>	\$ 8,872	\$ 5,506	\$ 3,366
<i>Advertising</i>	\$ 313,940	\$ 300,023	\$ 13,917
<i>Meetings and Conferences</i>	\$ 1,705,209	\$ 1,388,203	\$ 317,006
<i>Misc</i>	\$ 284,086	\$ 559,613	\$ (275,527)
Total Revenues	\$ 3,054,249	\$ 3,061,348	\$ 6,101
Direct Expenses			

Statement of Division or Unit Financial Performance (Max 100 words):

ACRL's FY23 Q3 performance report from ALA shows a strong positive net. Although revenue projections were slightly under budget, expenses were below budget by almost \$600,000, leaving us with a net of \$591,548. However, this report runs only through April, which means that although we have been able to count most of the revenue associated with the 2023 conference, we are still adding expenses and those will be considerable. On the revenue side, we saw healthy budget surpluses in several areas, e.g. *C&RL News* (\$56,110, which includes JobLIST) and non-periodical publications, \$44,636.

Statement of Assumptions or Projections for the remainder of the Fiscal Year (Max 100 words):

Although membership fell slightly compared to FY22, we did see an increase in memberships from the start of FY23, which is likely due to the conference. The conference was also a likely source of a healthy increase in new memberships (14.69%) compared to FY22. The team's care in budgeting provides confidence in the remaining year's numbers. For example, with no historical data to make projections for a post-pandemic meeting, revenue for the Pittsburgh conference was almost spot on, exceeding budget by \$1,054, a variance of .05%! Planning for the first in-person Rare Books and Manuscripts Section meeting in 3 years is proceeding well, with registrations on target for this hybrid event.

Status Report on Pivot Strategy, Aligned Unit Goals:

Work continued on the division's pivot strategy goals of rebuilding individual membership to the April 2020 level of 9,500 members and increasing organizational membership from the April 2020 level of 605 to 700 by the end of FY22. While the membership targets weren't met in FY22, staff continue using webcasts and other event registration/sign-up email lists in newsletter and marketing distribution, including non-member attendees. Sending email messages about ACRL activities helps keep non-members engaged in the association and will, it is hoped, drive future membership. One area that holds promise is our work with ACRL's Choice publishing unit as we look at ways to drive membership through their customer base of more than 50,000 individuals.

As of the April 2023 official count, individual ACRL membership stands at 7,925, organizational membership stands at 504, and corporate membership stands at 18, for a total membership of 8,447.

Describe the major issues, trends, opportunities, or concerns that your unit has or is responding to at the closing of this fiscal quarter:

Every two years, the ACRL Research Planning and Review Committee releases an environmental scan of higher education, including developments with the potential for continuing impact on academic libraries. The [2023 Environmental Scan](#) (PDF) provides a broad review of the current higher education landscape, with special focus on the state of academic and research libraries.

Among a variety of issues, the scan highlights the continued shift in library instruction reflecting "... a broader trend in higher education, library pedagogies have also been evolving toward inclusive practices, evidence-based teaching, and critical discourses." The scan also notes that a "... continuing trend in library pedagogy has been an effort to extend and innovate on ACRL's Framework for Information Literacy for Higher Education."

To assist academic libraries in meeting these trends, ACRL has acquired the Threshold Achievement Test for Information Literacy (TATIL), an online information literacy assessment instrument developed by Carrick Enterprises, Inc. TATIL is a simple, easy-to-use standardized test that measures the achievement of the information literacy education outcomes, regardless of a student's major or research focus, across four modules which address learning across all the frames in the ACRL Framework for Information Literacy. Following a redesign and rebuilding period, TATIL will relaunch under the ACRL brand in late summer 2023.

of Members: 8,447

of Members/non-members/other stakeholders reached during quarter:

- Paid online learning attendance: 201 individuals
- Newsletter total opens: 156,017
- Print and ebooks sold/distributed: 1,607
- Journal website total views (*C&RL*, *C&RL News*, *RBM*): 788,025
- ACRL website total visits: 170,341
- Facebook: 42,711 impressions; 2,161 engagements
- Instagram: 9,590 impressions; 618 engagements

- Twitter: 58,160 impressions; 1,692 engagements
- YouTube: 6,400 views; 901 hours of watch time

Narrative Description Members/non-members/other stakeholder engagement:

Although there has been a decline in overall ACRL membership over the past year, there has been high engagement across ACRL's online platforms and events.

- ACRL's Online Learning program offered one live webcast and one three-part webcast series during this report period. 201 individuals participated in e-Learning focusing on universal design and redesigning library spaces. Upcoming topics include active learning techniques, strategies for adult learners, and scholarly communication.
- Five new ACRL books were published during Q2 of FY23 and were promoted for purchase to members and other stakeholders. 995 print and individual-use ebooks were sold, along with 612 institutional ebook copies via distributors.

Describe the Most Impactful Unit Activities this Quarter:**ACRL 2023 Conference Update**

The ACRL 2023 Conference, "Forging the Future," was held March 15- 18, 2023, in Pittsburgh and virtually. The conference hosted 2,140 paid in-person and 717 paid virtual attendees, including 1,109 first time attendees, for a total of 2,857 total paid attendance. Paid registration revenue came in at 106% of budget. Total attendance of 3,747 included paid attendees, exhibitors, staff, suppliers, and press. ACRL also awarded 100 scholarships for the conference in six categories, worth \$89,081.

[2023 ACRL Election Results](#)[Choice's 'The Authority File' Podcast Wins 2023 Publisher Podcast Award](#)[Revised ACRL Standards for Distance and Online Learning Library Services](#)**Important Activities and Events Planned Through End of Next Fiscal Quarter:**

The [RBMS 2023 Conference](#), "A New Kind of Professional," will be held June 26-30, 2023, at Indiana University Bloomington and virtually. RBMS 2023 will explore how we educate both new and established workers at a time when the need to reframe and reimagine our collections and audiences is even more vital. The conference will address questions of not only how to welcome, prepare, and retain new workers for the increasingly complex demands of GLAMS (Galleries, Libraries, Archives, Museums, and Special Collections) professions, but one that addresses continuing education framed around changes in critical library theory and new approaches to our collections and careers.

Choice Performance Comments

FY23 Q3 start, March 2023

Choice started the 3rd quarter of FY23 with a net operating income of negative \$108,681 on revenues of \$1,232,109 and expenses of \$1,340,790. Revenue was \$57,955 behind budget due to poor performance\$ of our webinar program. On the expense side, our payroll costs are running slightly ahead of budget, but we are making it up by reducing expenses in other categories.

Mar-23							
404 UNIT REVENUES							
Source	Budget YTD	Actual YTD	Var	% Budget	Prior Year	Var	% Prior
Subscriptions	514,607	532,869	18,262	3.55%	574,275	(41,406)	-7.21%
Advertising/Sponsored Content	474,217	421,236	(52,981)	-11.17%	508,001	(86,765)	-17.08%
Royalties	271,956	256,754	(15,202)	-5.59%	198,572	58,182	29.30%
Other \$	29,284	21,250	(8,034)	-27.43%	635	20,615	3246.46%
Total Revenue	1,290,064	1,232,109	(57,955)	-4.49%	1,281,483	(49,374)	-3.85%
Total Expenses	1,383,239	1,340,790	42,449	3.07%	1,200,898	(139,892)	-11.65%
NET REVENUE	(93,175)	(108,681)	(15,506)	-16.64%	80,585	(189,266)	-234.87%

SUBSCRIPTIONS

ALA's accounting team changed how they calculated our earned revenue for our subscription projects to more closely align with our circulation numbers and the financial reporting from our subscription vendor. Our subscription revenue for Choice products was \$18,262 (4%) ahead of budget. Subscription revenue for *Resources for College Libraries* was \$5,569 (9%) behind budget, but almost 19% better than revenues in March 2022.

ROYALTIES

Licensing (royalty) income for Choice was slightly behind budget by \$35,556 (13%) but we expect this earning to smooth out over the course of the year. RCL was ahead of budget (\$10,000) due to timing; some of the revenue that should have gone to FY22 ended up in FY23.

ADVERTISING AND SPONSORED CONTENT

Choice advertising revenues were \$35,947 behind budget due to poor performance of print, Choice Reviews, and webinars. Choice360.org performed well and was \$25,015 ahead of budget. We are very disappointed in the performance of our webinar program this year. As we enter the post-COVID moment, we find that our programming is facing competition from live events.

EXPENSES

On the expenses side, Choice's direct expenses are \$30,282 better than budget due to savings in outside services, publication-related expenses, and operating expenses. Total expenses are \$42,153 better than budget.



To: ACRL Budget and Finance Committee, ACRL Board of Directors

From: Allison Payne, ACRL Interim Executive Director

Date: June 12, 2023

Re: Overview of ACRL Preliminary FY24 Budget

Executive Summary

ACRL	FY24	FY22	FY22	FY22	FY20	FY20	FY20
	Budget	Actual	\$ Variance	% Variance	Actual	\$ Variance	% Variance
Revenues	\$2,314,171	\$2,086,387	\$227,784	10.92%	\$1,639,585	\$674,586	41%
Expenses	\$2,767,215	\$2,235,493	\$531,722	23.79%	\$2,370,053	\$397,162	17%
NET	(\$453,044)	(\$149,106)	(\$303,938)	203.84%	(\$730,468)	\$277,424	-38%
Ending balance	\$1,411,586	\$3,218,617	(\$1,807,031)	-56.14%	\$2,581,357	(\$1,169,771)	-45%
Mandated Reserve	\$755,680	\$841,982	(\$86,302)	-10.25%	\$1,028,604	(\$272,924)	-27%

Even years shown to reflect non-conference years. FY22 includes final close actuals in chart.

ACRL Preliminary FY24 Budget Overview

Prior to the pandemic, the Board and Budget & Finance Committee typically review the preliminary budget in January and take action at Annual. In recent years, to allow time for the prior year's performance to be taken into consideration, the Board and Committee have moved to reviewing in January and June, then taking action in late summer.

The ALA Executive Board typically takes action on the full ALA budget in early fall. To better align revenues with expenses across all units, the ALA Executive Board approved, at ALA Annual 2022, for a new budget process to be developed for implementation in FY25. While the full process implementation does not apply to FY24, there have already been changes that were seen in FY23 (e.g., LTI mandate, net positive requirement, \$100K in new revenues) implemented by ALA. The ALA EB approved for division Executive Directors to be involved in the development of the new process, and staff will keep the Board and B&F apprised if there are new budget processes implemented for FY24.

The preliminary FY24 budget (B&F Doc 5.1) was developed by staff based on the FY24 budget assumptions (B&F Doc 5.2). The FY24 assumptions were reviewed and approved by the ACRL Budget & Finance Committee on November 7, 2022 and the Committee reviewed the preliminary FY24 executive summary in January 2023. The ACRL Board typically reviews the FY24 assumptions in the fall and preliminary budget in January, but the Board will first see the assumptions and preliminary budget in June 2023. A joint Board/B&F meeting in August or September may be helpful for discussion on the FY24 budget prior to the Board/B&F taking action in the late summer/early fall.

For those new to the ACRL budget, it is important to remember that 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 planning expenses from the previous year, as well as excess revenues to support member programs and services.

Net Asset Balance

At Midwinter 2020, ALA let its divisions know that while ALA has substantial total assets, unplanned overspending had reduced its liquid assets to the point that it appears that Divisions' net asset balances (NAB) were being used to meet ALA's operating needs ([ACRL response to ALA budget update](#)). Since 2020, there continues to be discussions on the future of NABs, but as of June 2023, the net asset balances are still in effect per the "Policies of the American Library Association in Relation to its Membership Divisions" AKA ALA Operating Agreement, which states, "ALA Divisions build and maintain fund balances appropriate to their needs. A fund balance is defined as accumulated net revenue."

In past years, the ACRL Board/Budget & Finance Committee has had nearly full autonomy on approving the ACRL budget per the ALA Operating Agreement. Subsequent budgets that have been presented and approved by ACRL and ALA have allowed ACRL to continue to invest in programs and services, while also continuing to closely monitor the NAB and consider spending slowdown as the NAB moves closer to the mandated operating reserve. In recent years, there has been increased communication between ALA and the divisions before budgets are approved to ensure there is funding to support annual budgets across ALA. Additionally, new for FY23, a 5% LTI mandate was given for FY23, which the ACRL and PLA Boards submitted a joint letter in response. The FY24 budget assumptions for ALA do not include an LTI mandate, but the FY24 budget does include a \$100K transfer. Historically, the full transfer generally did not need to happen due to the Board, B&F, and staff's careful monitoring throughout the fiscal year.

Prior to spending down the net asset balance, ACRL has kept a larger beginning balance. ACRL has done this primarily for two reasons: 1) it provides flexibility and gives the Board resources to tap into to support the development of new initiatives and 2) should there be an extraordinary event, such as an ACRL Conference cancelation or major disruption to attendance, there would be money on hand to sustain the organization. As new budget processes unfold, it will be important for ALA and the divisions to work together to create a mutually beneficial policy, so that divisions are clear on next steps if the NABs are no longer accessible and an unexpected, extraordinary event were to occur.

Investment Budget History

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.

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. To spend down ACRL's net asset balance, the Board has approved the Budget and Finance Committee's recommendation for a deficit budget since FY18 through FY22. In FY23, ACRL presented its first net positive budget, with a net of \$88,693, since FY18.

Funding for the Future

In recent years, the Board and Budget and Finance Committee have focused on carefully monitoring investment spending and have spent time discussing strategies for slowing spending as the net asset balance reaches closer to the mandated operating reserve. It is also important to slow spending or seek new revenue streams, as ALA and ACRL look to better align revenues with expenses, with consideration of a two-year budget.

Changes between LLX23 and AC23

The preliminary FY24 budget that is being presented in June 2023 includes a net deficit of -\$453,044. The preliminary FY24 budget that was shared with the B&F Committee at LLX23 included a net deficit of -\$561,826. After reviewing the preliminary LLX23 budgets for all of ALA, ALA directed all units to reduce non-salary unit budgets by 3%. For ACRL, \$43,514 was required to be cut between LLX23 and AC23. Between LLX23 and AC23, staff reviewed the FY24 budget and increases in revenues and cost savings were made throughout the budget, which are noted in orange in B&F Doc 5.1. Some of the major changes made between January and June include:

- Addition of \$100K payout from the ACRL LTI.
- \$12K reduction in travel expenses for a mini-SPOS in conjunction with ALA Annual. This was noted in the draft budget from January, but the travel expenses were still included.
- \$67K reduction in cost of sales for Trends & Stats. This cost was a holdover from when print copies were available.
- \$4.5K removed to reflect the Board's approval to remove Chapter funding in February 2023.
- Removing \$104K in expenses to reflect ACRL Conference expenses being recognized in the month that the event takes place. Prior practice allowed ACRL to recognize expenses as they occurred and for revenues to be recognized during the event month, but per guidance and direction for ALA to align practice with

Generally Accepted Accounting Principles (GAAP), the practice has been updated to reflect both revenues and expenses in the month the event occurs.

It is evident how dependent ACRL is on revenue from its professional development programs, especially its biennial conference. To offset dependency on a single revenue area, ACRL must continue to seek for ways to diversify its revenues. ACRL looks 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. In June 2023, the Board will hold a day-long strategic planning meeting to discuss the member value benefit.

Programs and Services

The FY24 budget provides support for many initiatives, including:

- More than \$105K for Project Outcome, which supports ACRL's Value of Academic Libraries goal area;
- More than \$162K to support ACRL's Student Learning initiative, with support for TATIL redevelopment and purchase and the ACRL Framework for Information Literacy Sandbox;
- More than \$19K is budgeted to support ACRL's new roles and changing landscape initiative.
- \$37,000 is budgeted for scholarships, which includes support for RBMS Conference, and Immersion program, as well as \$14K to support two Spectrum Scholars and \$3K to support three ALA Emerging Leaders.

Equity, Diversity & Inclusion

In recent years, the Board has prioritized its commitment to equity, diversity and inclusion (EDI). In 2018, the Board approved EDI as a signature initiative and the Board developed language for the Plan for Excellence and signature initiative at SPOS 2018. On November 18, 2018, the Board approved the addition of the Core Commitment to Equity, Diversity and Inclusion to the Plan for Excellence. On January 28, 2022, the ACRL Board of Directors approved a fifth strategic goal area dedicated to Equity Diversity and Inclusion and that the existing ACRL Equity, Diversity and Inclusion Committee become a goal-area committee. The Board approved the EDI goal and objectives on November 8, 2022.

In Fall 2020, the ACRL Board created an ACRL Joint Board of Directors/Budget and Finance Working Group to review with a financial lens how ACRL is supporting its Core Commitment, and what gaps might need to be addressed. The group's charge is to, "Further explore and study existing equity, diversity and inclusion (EDI) work across ACRL through a financial lens and consider how to prioritize and fund social justice or antiracist work that will be beneficial to workforce development, training and professional development." The working group's final report is publicly available as documents #B, #B.1, #B.2, #B.3, #B.4, #B.5, #D in the [2022 ACRL Joint Board & Budget and Finance Committee Meeting packet](#).

With the strategic focus on EDI, the Board and ACRL have invested in EDI initiatives, including the ACRL Diversity Alliance, scholarships and memberships for underrepresented individuals and those working at underrepresented institutions, and providing programming, including at the biennial ACRL Conference, on EDI.

The FY24 budget includes the following support for EDI:

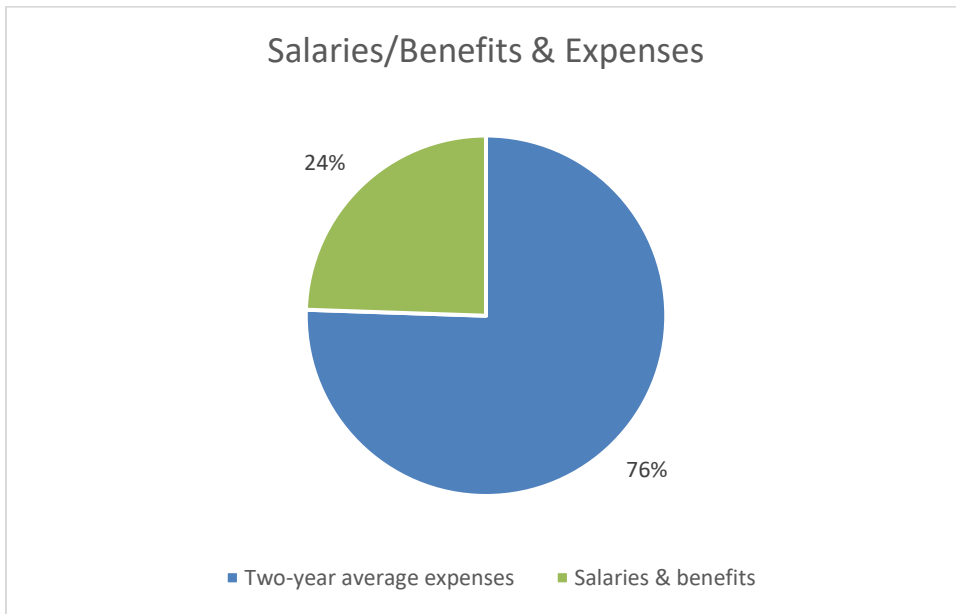
- Over \$76K to support ACRL's Core Commitment to Equity, Diversity and Inclusion, which includes support for the ACRL Diversity Alliance; organizational membership to the National Associations of Librarians of Color (NALCo); subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions; and TBD goal-area initiatives;
- \$14K for two ALA Spectrum Scholars;
- \$26K for scholarships (While the FY24 scholarship criteria is TBD, ACRL has historically given preference to applicants who are from or serve underrepresented groups that have been historically marginalized or excluded due to race, ethnicity, gender identity and expression, sexual orientation, economic background, age, and/or ability).
- Further analysis could be completed to better understand the financial commitment to publications and education. Since the Core Commitment has been developed, ACRL has shown commitment by providing and focusing on EDI content for its biennial conference, non-serial publications, and serials.

Salaries & Benefits

As standard ACRL practice, in the initial fiscal year budget all general administrative and staff salaries, as well as related costs, are recorded on a separate line. During the year, ACRL staff maintain records of their daily use of time. The resulting percentages are used to allocate salaries, benefits, and general expenses such as software, domain fees, reprographics, etc. At the end of the year, these costs are distributed to each individual project based on time spent.

Salaries/benefits must be no more than 45 percent, and total administrative costs no more than 60 percent of the total operating budget, not including Choice (ACRL Guide to Policies and Procedures 6.26.4 Staff/administrative costs).

While the salaries and benefits are budgeted to the individual projects, the following chart shows ACRL's total salaries and benefits when compared to total expenses for FY24. It should be noted that due to leadership transitions that there may be increases/decreases for salaries and benefits. Such changes could include accounting for vacancies and a 3% increase for staff per [ALA's FY24 budget assumptions](#).



	A	B	C	D	E	F	G	H	I
1		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
2		Actual	Actual	Actual	Actual	Actual	Actual (temp will need to add actuals from FY22 final close.	Budget	Budget
51	Expenses								
52									
53	Membership								
54	Membership Services*	\$157,152	\$200,336	\$49,671	(\$30,473)	\$70,174	(\$14,040)	(\$142,067)	(\$7,709)
55	Exec. Ctte. & Board	\$190,578	\$212,181	\$232,282	\$190,825	\$75,044	\$176,922	\$193,351	\$146,144
56	Advisory	\$111,170	\$100,632	\$60,706	\$96,548	\$51,954	\$60,958	\$73,993	\$73,705
57	Standards Distribution	\$10,190	\$15,293	\$8,592	\$1,053	\$348	\$10,593	\$813	\$807
58	Awards	\$38,163	\$47,571	\$48,676	\$41,038	\$37,628	\$32,446	\$8,033	\$15,890
59	Chapters	\$10,417	\$27,541	\$18,636	\$17,287	\$9,357	\$22,272	\$19,457	\$17,995
60	Committees	\$109,318	\$153,752	\$134,130	\$137,392	\$98,431	\$135,661	\$131,125	\$145,246
61	Sections	\$94,308	\$128,865	\$117,292	\$130,178	\$87,430	\$144,470	\$137,822	\$153,991
62	C&RL Over Revenue	\$44,455	\$38,594	\$32,209	\$35,603	\$0	\$31,353	\$38,784	(\$169,491)
63	C&RL News Over Revenue	\$0	\$0	\$0	\$47,606	\$0	(\$21,768)	(\$159,392)	\$0
64	Liaisons to Higher Ed. Organizations	\$51,730	\$43,951	\$41,205	\$25,803	\$16,621	\$33,461	\$34,671	\$29,839
65	Special Events	\$32,306	\$36,513	\$40,849	\$12,107	\$100	\$22,186	\$14,200	\$14,200
66	Information Literacy	\$51,071	\$37,333	\$44,503	\$10,493	\$21,927	\$46,856	\$76,556	\$162,613
67	Scholarly Communications	\$71,476	\$119,856	\$155,076	\$87,024	\$23,924	\$85,217	\$65,769	\$65,422
68	Value of Academic Libraries	\$110,646	\$118,069	\$57,851	\$31,246	\$1,882	\$45,040	\$27,509	\$27,217
69	Government Relations	\$36,459	\$56,668	\$42,629	\$35,495	\$17,037	\$44,369	\$21,280	\$25,068
70	Scholarships	\$81,270	\$40,845	\$82,580	\$2,500	\$0	\$37,000	\$74,500	\$40,000
71	Annual Conference Programs	\$43,920	\$35,012	\$41,123	\$26,389	\$6,105	\$37,589	\$27,706	\$27,664
72	New Roles & Changing Landscapes	\$0	\$13,896	\$7,236	\$16,532	\$15,611	\$24,204	\$20,451	\$19,270
73	Diversity Alliance	\$16,429	\$32,770	\$42,920	\$15,152	\$27,019	\$45,754	\$67,343	\$76,257
74	Project Outcome	\$0	\$49,690	\$247,565	\$194,456	\$77,764	\$97,865	\$91,497	\$105,527
75	Subtotal	\$1,261,058	\$1,509,368	\$1,505,733	\$1,124,254	\$638,359	\$1,098,408	\$823,401	\$969,655
76									
77	Publications								
78	CHOICE	\$3,055,258	\$2,945,284	\$2,698,854	\$2,420,453	\$1,990,631	\$2,457,623	\$2,284,762	\$2,284,762
79	C&RL	\$21,142	\$14,758	\$16,054	\$18,981	\$46,712	\$19,325	\$20,325	\$567,461
80	C&RL News	\$429,039	\$487,139	\$550,606	\$464,730	\$411,652	\$460,437	\$537,725	\$0
81	RBM	\$32,744	\$21,400	\$19,622	\$22,066	\$18,017	\$21,583	\$20,911	\$30
82	Nonperiodical Publications	\$256,695	\$330,329	\$223,970	\$262,137	\$255,133	\$245,600	\$250,779	\$266,584
83	Library Statistics	\$82,569	\$70,310	\$147,932	\$59,202	\$126,401	\$180,786	\$321,298	\$262,072
84	Subtotal	\$3,877,448	\$3,869,220	\$3,657,038	\$3,247,570	\$2,848,545	\$3,385,354	\$3,435,800	\$3,380,909
85									
86	Education								
87	Institutes & Liscensed Workshops	\$279,929	\$367,138	\$293,394	\$92,101	\$43,321	\$285,425	\$269,972	\$270,869
88	ACRL Conference	\$2,166,094	\$238,096	\$2,093,753	\$155,844	\$737,177	\$290,106	\$1,817,397	\$145,033
89	Preconferences & RBMS Conference	\$179,508	\$243,900	\$203,473	\$53,364	\$94,223	\$227,434	\$189,337	\$186,033
90	Web-CE	\$51,415	\$76,078	\$49,631	\$59,841	\$57,671	\$72,070	\$43,922	\$74,982
91	Subtotal	\$2,676,945	\$925,212	\$2,640,251	\$361,149	\$932,392	\$875,035	\$2,320,628	\$676,917
92									
93	Special Programs								
94	Friends of ACRL-Restricted	\$66,070	(\$9,737)	\$67,820	\$8,206	(\$15,670)	\$60,000	\$60,000	\$60,000
95	Friends of ACRL-Operating	\$60,245	\$65,357	\$129,998	\$57,532	\$14,960	\$47,721	\$33,243	\$24,496
96	Subtotal	\$126,315	\$55,620	\$197,818	\$65,738	(\$710)	\$107,721	\$93,243	\$84,496
97									
98	Total Expenses								
99	Total Expenses ACRL	\$4,820,438	\$3,423,873	\$5,234,167	\$2,370,053	\$2,443,625	\$2,948,895	\$4,328,310	\$2,767,215
100	Total Expenses CHOICE	\$3,055,258	\$2,945,284	\$2,698,854	\$2,420,453	\$1,990,631	\$2,457,623	\$2,284,762	\$2,284,762
101	Total Expenses ACRL & Choice	\$7,875,696	\$6,369,157	\$7,933,021	\$4,790,506	\$4,434,256	\$5,406,518	\$6,613,072	\$5,051,977
102									

Executive Summary

	A	B	C	D	E	F	G	H	I
1		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
2		Actual	Actual	Actual	Actual	Actual	Actual (temp will need to add actuals from FY22 final close.	Budget	Budget
103	Nets								
104	Total Net ACRL	\$547,562	(\$732,690)	(\$118,436)	(\$730,468)	\$786,332	(\$737,340)	\$20,613	(\$453,044)
105	Total Net Choice	(\$114,764)	(\$132,001)	(\$177,990)	\$15,481	\$336,784	(\$211,179)	(\$33,367)	(\$33,367)
106									
107	Membership Net	(\$482,854)	(\$795,476)	(\$711,863)	(\$449,745)	(\$22,569)	(\$467,071)	(\$187,087)	(\$322,603)
108	Publications Net (without Choice)	\$299,833	\$188,929	\$164,150	\$46,501	(\$35,683)	\$34,943	(\$73,479)	\$64,389
109	Education Net	\$788,327	(\$60,786)	\$559,276	(\$269,519)	\$859,545	(\$257,491)	\$214,422	(\$170,334)
110									
111	Operating Transfers								
112	ACRL	(\$250,000)	(\$525,000)	\$0	\$157,096	\$0	\$135,000	\$218,047	\$100,000
113	Choice	\$40,539	\$525,000	(\$176,324)	\$43,987	\$0	\$0	\$0	\$0
114									
115	LTI Transfers, Gains, Losses								
116	ACRL	\$362,143	\$776,761	(\$2,770)	\$569,651	\$1,244,718	(\$135,000)	(\$218,047)	(\$100,000)
117	Choice	\$31,378	(\$308,226)	(\$33,813)	\$62,944	\$63,565	TBD	TBD	TBD
118									
119	Ending Reserves								
120	ACRL Mandated Operating Reserve	\$886,316	\$933,236	\$989,273	\$1,028,604	\$990,533	\$841,982	\$812,296	\$755,680
121	Reserve Aug 31: ACRL Operating	\$4,686,947	\$3,430,256	\$3,311,824	\$2,581,357	\$3,367,722	\$1,844,017	\$1,864,630	\$1,411,586
122	Reserve Aug 31: ACRL LTIs	\$4,180,025	\$4,956,786	\$4,954,016	\$5,523,667	\$6,768,385	\$5,388,667	\$5,170,620	\$5,070,620
123	Reserve Aug 31: CHOICE Operating	\$2,573,834	\$2,926,294	\$2,571,979	\$2,587,461	\$2,924,244	\$2,376,282	\$2,342,915	\$2,309,548
124	Reserve Aug 31: CHOICE LTI	\$880,574	\$572,348	\$538,536	\$557,493	\$621,058	\$557,493	\$557,493	\$557,493
125	Total	\$12,321,379	\$11,885,684	\$11,376,356	\$11,249,977	\$13,681,410	\$10,166,458	\$9,935,657	\$9,349,246

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL General & Administrative 0000										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4429	OVRHD-EXMPT REVENUE/DIVISIONS					(\$500)		\$0		\$0
4	4490	MISCELLANEOUS REVENUE							\$100,000		\$0
5		Revenues	\$0	\$0	\$0	\$0	(\$500)	\$0	\$100,000		\$0
6											
7	5000	SALARIES & WAGES	(2,208)	(1,780)	(4,872)	-\$27	(\$337)	\$7,618	\$10,344	Salaries: Memo only; will be allocated to programs at year end.	\$10,344
8	5001	WAGES/TEMPORARY EMPLOYEES			2,195						
9	5002	OVERTIME WAGES	2,180	1,780	2,607	\$27	\$337	\$1,500	\$1,500	Anticipated overtime for ALA Conferences plus 15% benefits. Adjusted based on actual.	\$1,500
10	5005	ATTRITION FACTOR						\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	(0)	0	(0)			\$2,580	\$3,310	Benefits of Line 5000 & 5002. Memo only: will be allocated to programs at year end.	\$3,310
13	5015	TUITION REIMBURSEMENT						\$0	\$0		\$0
14	5016	PROFESSIONAL MEMBERSHIPS	2,052	3,022	1,094	\$369		\$2,000	\$1,785	ASAE (\$325) memberships for Exec. Director (removed in FY23). Assn. Forum memberships for 8 exempt staff, \$81.59/ea (\$489.54), PCMA (\$360), MPI (\$375).	\$1,388
15	5019	HEALTH INSURANCE						\$0	\$0		\$0
16	5041	BLUE CROSS REFUND									
17	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$2,500	\$20,500	TEMPORARY EMPLOYEES/OUTSIDE	\$5,000
18	5110	PROFESSIONAL SERVICES	28					\$0	\$0		\$0
19	5120	LEGAL FEES						\$0	\$0		\$0
20	5121	AUDIT/TAX FEES						\$0	\$0		\$0
21	5122	BANK S/C						\$0	\$0		\$0
22	5130	LOBBYING / CONSULTING									
23	5140	EQUIP/FURN REPAIRS			49			\$100	\$100	Shared	\$100
24	5141	MAINTENANCE AGREEMENTS									
25	5150	MESSENGER SERVICE	136	371	83		\$65	\$300	\$300	Messenger service	\$150
26	5151	DUPLICATION/OUTSIDE									
27	5210	TRANSPORTATION	4,677	7,972	3,918	\$2,633		\$500	\$2,500	Travel expenses for ED to meet with non-liaison associations, potential donors, governmental agencies and to conduct association business (Choice 2 site visits); 4 flights at (\$400); and local transportation \$100 each trip.	\$2,000
28	5212	LODGING & MEALS	6,915	4,901	1,815	\$5,129		\$350	\$2,350	Lodging and meals for ED when on business for association; avg 1 night each (\$250 sleeping room, internet, taxes) and meals for ED (\$50 per diem) avg 2 days each. 2 trips to Choice. 1 ACLS, 1 misc	\$1,400
29	5214	ENTERTAINMENT			128			\$0	\$0		\$0
30	5216	BUSINESS MEETINGS	1,019	826	420			\$750	\$750	Business meetings.	\$250
31	5219	UNALLOCATED AMERICAN EXPRESS									
32	5300	FACILITIES RENT						\$0	\$0		\$0
33	5301	CONFERENCE EQUIPMENT RENTAL	603					\$100	\$0	Conference equipment rental	\$0
34	5302	MEAL FUNCTIONS	1,253	1,256	1,612	\$278		\$1,000	\$1,000	Meal Functions - Group meals Executive Director hosts to conduct association business during travel.	\$1,000

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL General & Administrative 0000										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
35	5303	EXHIBITS						\$0	\$0	Exhibits in 3200	\$0
36	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
37	5350	PROGRAM ALLOCATION		0	(400)			\$0	\$0		\$0
38	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0		\$0
39	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	Typesetting for ACRL letterhead, envelopes, business cards, etc.	\$0
40	5402	PRINTING-OUTSIDE	2,224	852	1,512			\$1,600	\$1,231	Outside printing of ACRL letterhead, envelopes, business cards, etc. @ \$1,000. Share of ACRL Briefing Book (1/3 of \$700)	\$800
41	5403	BINDING-OUTSIDE						\$0	\$0		\$0
42	5404	DESIGN SERVICE-OUTSIDE						\$0	\$0	Design service	\$0
43	5406	REVIEW SERVICE						\$0	\$0		\$0
44	5410	MAIL SERVICE-OUTSIDE	225					\$0	\$0		\$0
45	5411	ADVERTISING/SPACE						\$0	\$0	Advertising/space for recruitment	\$0
46	5420	COPYRIGHT FEES						\$0	\$0	General Copyright Fees	\$0
47	5430	WEB OPERATING EXPENSES	3,120	710	1,749	\$3,222	\$2,292	\$4,212	\$3,564	Domain name fees for acrl.org and acrlog.xxx (\$300); bulk email provider (now provided by ALA); survey software subscription (SurveyMonkey or other \$1,008); Zoom \$2,256 = 2 Zoom Pro at \$72/year and Pro Webinar at \$2.112/year.	\$3,564
48	5499	INVENTORY RESERVE ADJUSTMENT						\$0	\$0		\$0
49	5030	STAFF RECRUITMENT/RELOCATION	712					\$0	\$0		\$0
50	5031	STAFF DEVELOPMENT	15,075	17,520	16,191	\$9,622	\$6,150	\$15,000	\$12,000	Staff Development for area workshops and seminars. Previously was budgeted at 1.5% of staff salaries and the \$10,000 extra per Executive Committee action to increase ways in which ACRL can reward staff performance.	\$15,000
51	5500	SUPPLIES/OPERATING	2,355	3,041	1,105	\$1,055	\$1,217	\$3,000	\$1,500	Supplies for the ACRL office. Includes computer supplies and paper, and specialized materials for office operations.	\$2,000
52	5501	EQUIPMENT & SOFTWARE/MINOR	3,098	2,239	6,831	\$4,104	\$3,009	\$7,717	\$7,717	Minor equipment and computer software costing. Est. financial software licenses: \$2,500. Volunteer system: \$1,500. Adobe Creative Cloud Suite: \$3717.	\$7,717
53	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	Reference materials and subscriptions to professional journals. Chronicle subscription (3,257.28) pending ALA Library subscription.	\$3,257
54	5510	INSURANCE						\$0	\$0		\$0
55	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0		\$0
56	5521	SPACE RENT						\$0	\$0		\$0
57	5522	TELEPHONE/FAX	734	791	996	\$280		\$700	\$210	Reimbursement for Remote Access at ALA LLX & AC. LLX: 1 staff @ \$35 (Deleted for FY24). AC: 5 staff * 35 = \$175. ED cell reimbursement: 12 * 35 = \$420 (Cut ED cell reimburse for FY23).	\$175
58	5523	POSTAGE/E-MAIL	10	1,759	603		\$60	\$1,000	\$1,000	Postage	\$1,000
59	5525	UTILITIES						\$0	\$0		\$0
60	5530	DEPRECIATION F/E	0	0	(0)	\$0	(\$1)	\$1,000	\$1,000	Depreciation	\$1,000
61	5531	DEPRECIATION BUILDING						\$0	\$0		\$0
62	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL General & Administrative 0000										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
63	5533	DO NOT USE N/S Intangible Assets									
64	5540	ROYALTY EXPENSE	230	51				\$0	\$0		\$0
65	5541	COLLECTION EXPENSE									
66	5543	BAD DEBT EXPENSE						\$0	\$0		\$0
67	5544	INTEREST EXPENSE						\$0	\$0		\$0
68	5545	TAXES/PROPERTY						\$0	\$0		\$0
69	5550	PROMOTION						\$0	\$0		\$0
70	5560	ORG SUPPORT/CONTRIBUTION	5,000					\$0	\$0	ACRL contribution to the LTI fund shown on Exec. Summary. No planned transfer from operating to LTI for FY23.	\$0
71	5599	MISC EXPENSE	(59,111)	(49,602)	(42,522)	-\$20,115	(\$12,906)	(\$66,911)	(\$89,871)	Portion of ACRL operating expenses allocated to projects at same % as salary matrix	(\$78,006)
72										Reverse out charges to projects (memo includes CHOICE amount)	
73										(\$78,653)	
74	5800	IMPAIRMENT / GW INTANGIBLE ASSETS									
75	5901	IUT/CPU						\$0	\$0		\$0
76	5902	IUT/DATA PROC						\$0	\$0		\$0
77	5903	IUT/SUBS PROC						\$0	\$0		\$0
78	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0		\$0
79	5905	IUT/TELEPHONE	2,163	1,826	1,553			\$0	\$0	IUT telephone; ALA moving to VoIP	\$0
80	5906	IUT/ORDER BILLING						\$0	\$0		\$0
81	5908	IUT/MAINTENANCE						\$0	\$0		\$0
82	5909	IUT/DIST CTR	532	688	552			\$750	\$750	IUT distribution	\$750
83	5910	IUT/REPRO CTR	6,979	1,777	2,367	\$394	\$16	\$2,000	\$2,000	IUT reprographics	\$2,000
84	5912	IUT-Copyediting/Proofreading				\$662	\$98	\$0	\$0		\$0
85	5913	IUT-Composition/Alteration						\$0	\$0		\$0
86	5940	IUT/REGISTRATION PROCESSING						\$0	\$0		\$0
87	5941	IUT/CHOICE				-\$7,636		\$10,634	\$14,460	Transfer from CHOICE	\$14,301
88	5942	IUT/ADVERTISING						\$0	\$0		\$0
89	5999	IUT/MISC						\$0	\$0		\$0
90	5911	IUT/OVERHEAD						\$0	\$0		\$0
91	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
92	5600	TAXES/INCOME									
93	Expenses		(0)	0	(416)	-\$1	(\$1)	\$0	\$0		\$0
94											
95	Net		0	(0)	416	\$1	(\$499)	\$0	\$100,000		\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Membership 3200										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
10	5000	SALARIES & WAGES	\$47,110	\$57,764	\$59,484	\$76,878	\$39,298	\$54,779	\$37,927	Salaries calculated % of ACRL total salaries detailed in the salary matrix	\$37,927
11	5001	WAGES/TEMPORARY EMPLOYEES									
12	5002	OVERTIME WAGES									
13	5005	ATTRITION FACTOR					-\$11,450	\$0	\$0		\$0
14	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	\$14,395	\$17,329	\$18,303	\$23,944	\$12,871	\$18,551	\$12,137	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$12,137
16	5110	PROFESSIONAL SERVICES	\$43,429	\$54,740	\$24,222	\$10,113	\$9,613	\$2,000	\$0	Booth graphics refresh (\$2,500). Removed for FY24.	\$0
17	5122	BANK S/C	\$15,624	\$13,420	\$14,383	\$11,802	\$13,513	\$15,658	\$14,438	Bank service fees (2.9% of dues)	\$15,104
18	5130	LOBBYING / CONSULTING									
19	5302	MEAL FUNCTIONS	\$4,722	\$4,206	\$9,793			\$1,250	\$0	Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4.	\$1,250
20	5350	PROGRAM ALLOCATION	\$20,352	\$37,605	\$37,594	-\$4,543	\$5,063	\$23,000	\$7,800	Three Emerging Leader sponsorships (\$1,000 x 3 = \$3,000) \$15K for TBD stratetic initiatives ALA Membership Booth (\$5.000)	\$23,000
21	5402	PRINTING-OUTSIDE	\$4,421	\$3,703	\$4,764	\$4,911	\$223	\$0	\$0		\$0
22	5410	MAIL SERVICE-OUTSIDE				\$240					
23	5430	WEB OPERATING EXPENSES	\$1,199	\$89	\$0	\$250	\$300	\$0	\$0		\$0
24	5500	SUPPLIES/OPERATING	\$1,238	\$6,298	\$1,228			\$500	\$500		\$500
25	5523	POSTAGE/E-MAIL						\$550	\$223	Postage (based on FY22 actual)	\$0
26	5530	DEPRECIATION F/E				\$524	\$224				
27	5599	MISC EXPENSE	\$2,944	\$2,377	\$2,153	\$1,791	\$520	\$3,137	\$2,955	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.	\$2,373
28	5800	IMPAIRMENT / GW INTANGIBLE ASSETS									
29	5901	IUT/CPU						\$0	\$0		\$0
30	5902	IUT/DATA PROC	\$360	\$405	\$405	\$270		\$405	\$0		\$0
31	5903	IUT/SUBS PROC						\$0	\$0		\$0
32	5904	TRANSFER TO/FROM ENDOWMENT			(125,000.00)	-\$157,096	0.00	(135,000.00)	(\$218,047)	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 quarters. This number will be updated in Februrary when payouts are approved by the Endowment Trustees.	(\$100,000)
33	5905	IUT/TELEPHONE						\$0	\$0	IUT-telephone (based on FY21 actual)	\$0
34	5906	IUT/ORDER BILLING						\$0	\$0		\$0
35	5908	IUT/MAINTENANCE						\$0	\$0		\$0
36	5909	IUT/DIST CTR	\$346	\$355	\$547	\$443		\$550	\$0	IUT-distribution (based on FY21 actual)	\$0
37	5910	IUT/REPRO CTR	\$784	\$159	\$576			\$580	\$0	IUT-reprographics (based on FY21 actual)	\$0
38	5912	IUT-Copyediting/Proofreading						\$0	\$0		\$0
39	5600	TAXES/INCOME									
40		Expenses	\$156,923	\$198,449	\$48,452	-\$30,473	\$70,174	(\$14,040)	(\$142,067)		(\$7,709)
41											
42		Net	\$481,650	\$411,457	\$550,396	\$590,002	\$451,017	\$553,977	\$639,921		\$528,536

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Board/Exec. Ctte. 3201										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4490	MISCELLANEOUS REVENUE				\$0	\$0	\$0	\$0		\$0
4	Revenues		0	0	0	\$0	\$0	\$0	\$0		\$0
5											
6	5000	SALARIES & WAGES	71,685	92,253	85,020	\$93,008	\$64,371	\$88,200	\$75,049	Salaries calculated at % of total ACRL salaries as shown in salary matrix.	\$80,450
7	5005	ATTRITION FACTOR					-\$18,755				
8	5010	EMPLOYEE BENEFITS	21,905	27,674	26,191	\$28,967	\$21,084	\$29,869	\$24,016	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$25,744
9	5011	LIFE INSURANCE									
10	5041	BLUE CROSS REFUND									
11	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0		\$0
12	5110	PROFESSIONAL SERVICES	12,573	9,348	33,250	\$8,187	\$5,963	\$3,000	\$3,000	SPOS Facilitator \$10,000	\$10,000
13	5150	MESSENGER SERVICE	274	557	629			\$700	\$450	Shipping and hotel handling fee for Board documents to conference. Shipment to AC \$250 x 1 = \$250. Removed for FY24 (LLX23 version).	\$0
14	5210	TRANSPORTATION	17,045	21,807	18,202	\$12,216		\$5,940	\$17,850	1/3 of briefing book shipment. Removed for FY24 (LLX23 version). LLX: Staff air travel 1 person x \$450 = \$400 airfare + \$50 luggage fee. Ground transportation \$100 = 1 person x \$100. Reduced from 3 ppl to 1 person for FY23 & FY24 (LLX23 version). Mini SPOS (San Diego): 18 total ppl = 13 Board members air travel + 1 facilitator+ 0 committee chairs/vice-chairs (no budget to pay for these); 4 staff attending. 11 ppl (hope that 6 board member`s can have travel covered) X \$450 (\$400 airfare + \$50 luggage fee) = \$4,950. Ground transportation 11 ppl x \$100 ea.= \$1,100. Grand total = \$6,050. Was included in LLX23 version; need to remove for AC23, as AC23 travel expenses are paid by Board members/ALA. ARL/CNI/ACLS for ACRL Board President and Executive Director. 6 air travel trips at \$450 (\$400 airfare + \$50 luggage fee) = \$2,700. Local ground transportation, mileage and parking reimbursement 6 trips x \$100 = \$600. Grand total = \$3,300 total. ACLS Board Training: (replacing ASAE training) Air travel for Executive Director, President and President elect to attend meeting (hope one officer can cover airfare to NYC). 2 ppl x \$450 (\$400 airfare + \$50 luggage fee) = \$900. Local transportation: 2 ppl x \$50 = \$100. Reimbursement for mileage and	\$4,950

ACRL FY23 Preliminary

Project: 3201

[illegible]

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Board/Exec. Ctte.		3201								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
23	5303	EXHIBITS						\$0	\$0		\$0
24	5350	PROGRAM ALLOCATION	397		139		\$236	\$100	\$100	Board program expenses.	\$0
25	5402	PRINTING-OUTSIDE	263	162	170			\$333	\$233	Printing-outside- 1/3 share of \$700 ACRL Briefing Book	\$233
26	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE						\$0	\$200	Business cards for ACRL Presidents: \$100 (Removed for FY23 and FY24)	\$0
27	5420	COPYRIGHT FEES					\$27	\$30	\$30	Board group photo	\$0
28	5430	COPYRIGHT FEES						\$30	\$30	HBR article copyright fees for Board orientation packet. \$30	\$30
28	5430	WEB OPERATING EXPENSES	1,149	1,684	0			\$0	\$0	Zoom license fees moved to 0000.	\$0
29	5031	STAFF DEVELOPMENT						\$0	\$0		\$0
30	5500	SUPPLIES/OPERATING	1,185	1,173	850	\$997	\$404	\$1,200	\$1,200	Supplies for Leadership Council (\$200), five Board meetings, and gifts for departing Board members.	\$1,200
31	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0		\$0
32	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	Reference Materials	\$0
33	5522	TELEPHONE/FAX				\$35					
34	5530	DEPRECIATION F/E	310	310	579	\$634	\$366	\$0	\$0		\$0
35	5599	MISC EXPENSE	4,479	3,796	3,116	\$2,168	\$851	\$5,051	\$5,848	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.	\$5,034
36	5909	IUT/DIST CTR	9		68			\$68	\$68	IUT-Distribution	\$0
37	5910	IUT/REPRO CTR	2	3,253	21			\$100	\$100	IUT-Reprographics	\$100
38	Expenses		190,578	212,181	232,282	\$190,825	\$75,044	\$176,922	\$193,351	\$146,144	
39											
40	Net		(190,578)	(212,181)	(232,282)	(\$190,825)	(\$75,044)	(\$176,922)	(\$193,351)	(\$146,144)	

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Trends & Statistics 3202										
	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
2											
20	5000	SALARIES & WAGES	10,417	12,173	14,535	28,089	70,247	\$35,638	\$68,613	Salaries @ % of ACRL salaries per salary matrix	\$68,383
21	5001	WAGES/TEMPORARY EMPLOYEES									
22	5002	OVERTIME WAGES									
23	5005	ATTRITION FACTOR					(20,467)				
24	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
25	5010	EMPLOYEE BENEFITS	3,183	3,652	4,477	8,748	23,008	\$12,069	\$21,956	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$21,883
			84,500	51,000	54,500			\$70,491	\$105,979	Moved all Benchmark expenses to 5430 to align with Project Outcome	\$0
26	5110	PROFESSIONAL SERVICES				7500	34577.4				
27	5120	LEGAL FEES						\$0	\$0		\$0
28	5121	AUDIT/TAX FEES						\$0	\$0		\$0
29	5122	BANK S/C	776	527	666	95	653	\$666	\$0	Bank service charge (based on FY19 actual)	\$0
30	5130	LOBBYING / CONSULTING									
31	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0		\$0
32	5402	PRINTING-OUTSIDE	4,123	1,022	2,539		1,234	\$1,000	\$0	Outside printing –	\$0
33	5403	BINDING-OUTSIDE		21	0			\$0	\$0		\$0
34	5414	SUPPLIES/PRODUCTION						\$0	\$0		\$0
35	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE		23	38			\$0	\$0	Pre-Press/Photographic (FY19 actual)	\$0
36	5416	ADVERTISING PRODUCTION COST						\$0	\$0		\$0
37	5420	COPYRIGHT FEES						\$0	\$0	Copyright fees (FY18 actual)	\$0
			5,000		15,131		3,625	\$3,000	\$2,400	Web hosting (\$825/month) Omeda subscription fulfillment (\$3,162); Survey Monkey (\$3,879); Proximo support (\$1250/month ad hoc per month); Payback to PLA annually through FY26 (\$21,500); Depreciation (\$21,000); Proximo improvements (TBD) (\$45,625)	\$120,066
38	5430	WEB OPERATING EXPENSES									
39	5431	WEBINAR/WEBCASTS/WEB CE EXP						\$0	\$0		\$0
40	5432	PURCHASED INVENTORY						\$0	\$0		\$0
41	5433	ORDER PROCESSING/FULFILLMENT	4,016	4,448	7,108	1,888	3,822	\$7,755	\$10,502	Transaction fee (4.6% x line 4103)	\$10,274
42	5480	COST OF SALES	19,868	10,237	69,307	(330)	29,771	\$50,573	\$68,490	Cost of sales, calculated as 30% of sales (line 4103). Removed ~\$67,000 in expense	\$0
43	5490	INVENTORY ADJUSTMENT	(74,642)	(32,319)	(37,556)		(34,000)	(\$34,000)	\$0	Inventory adjustment. Total of lines 5110, 5400, 5402, 5415, and 5420. Starting in FY23, no inventory adjustment due to no print publications.	\$0
44	5499	INVENTORY RESERVE ADJUSTMENT	4,794	1,488		934	934	\$4,046	\$5,479	Calculated as 2.4% of line 4103	\$5,360
45	5030	STAFF RECRUITMENT/RELOCATION									
46	5522	TELEPHONE/FAX						\$0	\$0		\$0
47	5523	POSTAGE/E-MAIL	1,878	173	250			\$0	\$0	Postage (print edition discontinued)	\$0
48	5530	DEPR/FURN & EQUIPMENT				191	400		\$0	No royalties will be paid in FY18 as ALA store is a benefit available to all ALA units	\$0
49	5540	ROYALTY EXPENSE						\$0	\$0		\$0
50	5541	COLLECTION EXPENSE									
51	5543	BAD DEBT EXPENSE	1,100	1,211	0		(2,311)	\$1,930	\$2,283	Bad debt (1% of gross revenues)	\$2,233
			651	502	527	655		\$2,041	\$5,346	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.	\$4,279
52	5599	MISC EXPENSE					928.98				
53	5911	IUT/OVERHEAD	16,836	15,417	16,312	11,433	13,979	\$25,577	\$30,250	IUT-Overhead: 50 % ALA rate	\$29,594
54	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
55	5600	TAXES/INCOME									
56	Expenses		82,499	69,574	147,833	59,202	126,401	\$180,786	\$321,298		\$262,072
57											
58	Net		47,040	47,222	(24,280)	27,359	(20,553)	\$12,250	(\$92,999)		(\$38,723)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Advisory Services 3203										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4429	OVRLD-EXMPT REVENUE/DIVISIONS						\$0	\$0		\$0
4	4430	MISCELLANEOUS FEES	0					\$0	\$0		\$0
5	4490	MISCELLANEOUS REVENUE	82,350	27,050	33,490	\$73,975	\$43,000	\$52,000	\$82,000	Revenue for consulting services: • 3 external reviews x \$13000/review • 2 one-day retreats (strategic planning/team building) x \$14000/retreat • 2 facilitative support for library leaders x \$7,500/each • 0 peer feedback on internal self-study reports x \$4300/peer review • 0 review of planned search for library dean/director \$11,200 • 0 input from campus stakeholders \$3,700 • 0 half-day facilitation retreats x \$3,000	\$82,000
6	Revenues		82,350	27,050	33,490	\$73,975	\$43,000	\$52,000	\$82,000	\$82,000	
7											
8	5000	SALARIES & WAGES	39,653	50,047	15,582	\$32,217	\$10,029	\$19,864	\$18,733	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	\$18,733
9	5001	WAGES/TEMPORARY EMPLOYEES									
10	5002	OVERTIME WAGES									
11	5005	ATTRITION FACTOR					-\$2,922	\$0	\$0		\$0
12	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
13	5010	EMPLOYEE BENEFITS	12,114	15,013	4,800	\$10,034	\$3,285	\$6,727	\$5,995	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,995
14	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0		\$0
15	5110	PROFESSIONAL SERVICES	43,500	26,825	34,255	\$41,928	\$35,347	\$24,400	\$35,000	Consultant Services • 3 full external reviews: 4 adjuncts x \$3,500 (assumes 2 visits @ 1 adjunct and 1 staff, 1 visit @ 2 adjuncts) • 2 one-day strategic planning retreats: 4 adjuncts x \$3,750 (assumes each retreat includes 2 adjuncts, 0 staff) • 2 facilitative support: 2 adjuncts x \$3,000	\$35,000
16	5122	BANK S/C	0	103	16	\$522	\$328	\$100	\$100		\$100

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Advisory Services 3203										
2	<u>Line</u>	<u>Line Description</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actuals</u> <u>(needs</u> <u>updated by</u> <u>temp)</u>	<u>2023 Budget</u>	<u>2024 Notes</u>	<u>2024 Budget</u>
17	5210	TRANSPORTATION	42	2,550	43	\$1,236		\$1,500	\$1,500	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	(894)	72	902	\$75		\$300	\$300	Lodging & Meals	\$300
19	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0		\$0
20	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	Reference material	\$0
21	5530	DEPRECIATION F/E				\$219	\$57				
22	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
23	5599	MISC EXPENSE	2,478	2,059	565	\$515	\$133	\$1,137	\$1,460	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.	\$1,172
24	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0		\$0
25	5905	IUT/TELEPHONE						\$0	\$0	Telephone (based on last year's actual)	\$0
26	5906	IUT/ORDER BILLING						\$0	\$0		\$0
27	5908	IUT/MAINTENANCE						\$0	\$0		\$0
28	5909	IUT/DIST CTR	5					\$0	\$0	Postage(based on last year's actual)	\$0
29	5910	IUT/REPRO CTR	41					\$40	\$40	Copying (based on last year's actual)	\$40
30	5999	IUT/MISC						\$0	\$0		\$0
31	5911	IUT/OVERHEAD	10,870	3,571	4,437	\$9,802	\$5,698	\$6,890	\$10,865	IUT-General Overhead IUT 50% of ALA General overhead rate on revenue from consulting fees (line 4490).	\$10,865
32	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
33	5600	TAXES/INCOME									
34	Expenses		107,809	100,239	60,600	\$96,548	\$51,954	\$60,958	\$73,993		\$73,705
35											
36	Net		(25,459)	(73,189)	(27,110)	-\$22,573	-\$8,954	(\$8,958)	\$8,007		\$8,295

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Standards Distribution 3204										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4400	DONATIONS/HONORARIA				0	0	\$0	\$0		\$0
4	4420	INT/DIV				0	0	\$0	\$0		\$0
5	4421	ROYALTIES			165	0	0	\$0	\$0		\$0
6	4422	ENDOWMENT GAIN/LOSS-REALIZED									
7	4423	ENDWMNT GAIN/LOSS-UNREALIZED									
8	4429	OVRHD-EXMPT REVENUE/DIVISIONS	1,802	2,204	1,299			\$250	\$150	Overhead exempt revenue for standards distribution and Framework booklets. Expect continued negligible revenue in FY23 unless things like RoadShows etc resume on an in-person model after the pandemic.	\$150
9	4430	MISCELLANEOUS FEES				204	0	\$0	\$0		\$0
10	4490	MISCELLANEOUS REVENUE		500		0	0	\$0	\$0		\$0
11	Revenues		1,802	2,704	1,464	204	0	\$250	\$150		\$150
12											
13	5000	SALARIES & WAGES	5,421	7,585	2,082	735	319	\$7,347	\$374	Salaries % of ACRL total salaries listed in the salary matrix	\$374
14	5005	ATTRITION FACTOR					(93)				
15	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
16	5010	EMPLOYEE BENEFITS	1,657	2,276	641	229	105	\$2,488	\$120	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$120

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Standards Distribution 3204										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
17	5121	AUDIT/TAX FEES						\$0	\$0		\$0
18	5122	BANK S/C	51	71	39	4		\$0	\$0		\$0
19	5130	LOBBYING / CONSULTING									
20	5140	EQUIP/FURN REPAIRS						\$0	\$0		\$0
21	5141	MAINTENANCE AGREEMENTS									
22	5150	MESSENGER SERVICE		23	66			\$37	\$0	Books now sent through USPS through Distribution Center, expenses in 5909	\$0
23	5216	BUSINESS MEETINGS						\$0	\$0		\$0
24	5350	PROGRAM ALLOCATION						\$0	\$0		\$0
25	5400	EDITORIAL/PROOFREADING/OUTSIDE		102				\$0	\$0		\$0
26	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0		\$0
27	5402	PRINTING-OUTSIDE	2,533	4,580	5,522			\$250	\$250	Printing of standards, guidelines/framework. Budgeting very small amount for printing due to existing inventory and lack of sales in FY20 and FY21.	\$250
28	5522	TELEPHONE/FAX						\$0	\$0		\$0
29	5523	POSTAGE/E-MAIL	60	140				\$0	\$0	Mailing of booklets now in 5909.	\$0
30	5525	UTILITIES						\$0	\$0		\$0
31	5530	DEPRECIATION F/E	23	25	14	5	2	\$0	\$0		\$0
32	5531	DEPRECIATION BUILDING						\$0	\$0		\$0
33	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
34	5599	MISC EXPENSE	339	312	75	11	4	\$421	\$29	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.	\$23
35	5908	IUT/MAINTENANCE						\$0	\$0		\$0
36	5909	IUT/DIST CTR	106	180	153	69	11	\$50	\$40	IUT-Distribution (UPS or USPS mailing of booklets, based on FY20, FY21 actual and historical).	\$40
37	5910	IUT/REPRO CTR						\$0	\$0	IUT - Reprographics (printing expenses in 5402, using local printers for regional workshops). Don't expect expenses in this line in FY23.	\$0
38	5912	IUT-Copyediting/Proofreading						\$0	\$0		\$0
39	5999	IUT/MISC						\$0	\$0	IUT-Misc.	\$0
40	Expenses		10,190	15,293	8,592	1,053	348	\$10,593	\$813		\$807
41											
42	Net		(8,388)	(12,589)	(7,128)	(849)	(348)	(\$10,343)	(\$663)		(\$657)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Awards 3206										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4400	DONATIONS/HONORARIA	11,500	13,250	16,250	8,336	13,600	\$0	\$0	Normal allocation: \$3000 from GOBI Library Solutions from EBSCO for EAL ceremonies; \$4,500 from EBSCO for CJCLS awards (\$1,500) and IS Innovation award (\$3,000); \$1,000 from SCELCL for CLS award; \$2,500 from American Psychological Association for EBSS award; \$2,500 from De Gruyter for ESS Grant (estimate, actual figure in euros) \$1,000 from Carrick Enterprises for Rockman Publication award; \$1,000 from Library Juice Academy for ULS award; \$1,500 from Duke University Press for WGSS awards; All other awards given directly to winners by donors Removed awards revenues in FY24 due to pause through June 2024.	\$0
4	4429	OVRHD-EXMPT REVENUE/DIVISIONS			4,500			\$0	\$0	Normal Administrative Fees: \$1000 Academic/Research Librarian of the year; \$300 for 2 CJCLS awards; \$200 for CLS; \$300 DLS award; \$500 EBSS award; \$500 ESS grant (estimate, actual figure in euros); \$600 for IS Innovation award; \$200 IS Ilene Rockman Publication of the year; \$300 PPIRS award; \$200 ULS award; \$300 WGSS awards \$500 Atkinson Endowment admin fee IUTs from unfunded awards: \$200 IS Dudley award	\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Awards 3206										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
5	4430	MISCELLANEOUS FEES						\$0	\$0		\$0
6	4490	MISCELLANEOUS REVENUE	4,800	4,200	0	4,700	2,300	\$0	\$0		\$0
7	Revenues		16,300	17,450	20,750	13,036	15,900	\$0	\$0		\$0
8											
9	5000	SALARIES & WAGES	15,576	22,820	24,676	20,244	22,892	\$23,136	\$5,746	Salaries % of ACRL total salaries listed in the salary matrix	\$11,493
10	5005	ATTRITION FACTOR					(6,670)				
11	5010	EMPLOYEE BENEFITS	4,759	6,846	7,602	6,305	7,498	\$7,835	\$1,839	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,678
12	5122	BANK S/C		192	248			\$0	\$0		\$0
13	5150	MESSENGER SERVICE	49	159	14			\$0	\$0		\$0
14	5151	DUPLICATION/OUTSIDE									
15	5210	TRANSPORTATION	662		9			\$0	\$0		\$0
16	5212	LODGING & MEALS	874					\$0	\$0		\$0
17	5304	SPEAKER/GUEST EXPENSE						\$0	\$0	0	\$0
18	5305	SPEAKER/GUEST HONORARIUM						\$0	\$0	0	\$0
19	5306	AWARDS	11,674	13,054	14,350	14,001	13,974	\$0	\$0	Normal Monetary Prizes: \$1,500 for CJCLS awards; \$1,000 for CLS award; \$2,500 for EBSS award; \$2,500 for ESS Grant (estimate, actual figure in euros) \$3,000 for IS Innovation award; \$1,000 for Rockman Publication award; \$1,000 for ULS award; \$1,500 for WGSS awards; Normal Award Production: \$600 for Excellence Award pieces (Crystal Cave) \$1,600 for award plaques (Scribes) All other awards given directly to recipients by donors	\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Awards		3206								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	3,464	3,383	1,139			\$0	\$0	Travel funds for ACRL officers to attend Excellence Award ceremonies on recipients' campuses. Removed awards expenses in FY24 due to pause.	\$0
22	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE						\$0	\$0		\$0
25	5522	TELEPHONE/FAX						\$0	\$0		\$0
26	5523	POSTAGE/E-MAIL						\$0	\$0		\$0
27	5525	UTILITIES						\$0	\$0		\$0
28	5530	DEPRECIATION F/E	67	76	168	138	130	\$0	\$0		\$0
29	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
30	5599	MISC EXPENSE	973	939	894	324	303	\$1,325	\$448	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.	\$719
31	5903	IUT/SUBS PROC						\$0	\$0		\$0
32	5904	TRANSFER TO/FROM ENDOWMENT			(500)		(500)	\$0	\$0		\$0
33	5905	IUT/TELEPHONE						\$0	\$0	IUT-Telephone	\$0
34	5906	IUT/ORDER BILLING						\$0	\$0		\$0
35	5908	IUT/MAINTENANCE						\$0	\$0		\$0
36	5909	IUT/DIST CTR	65	101	76	26		\$150	\$0	Removed awards expenses in FY24 due to pause.	\$0
37	5910	IUT/REPRO CTR						\$0	\$0		\$0
38	5942	IUT/ADVERTISING						\$0	\$0		\$0
39	5999	IUT/MISC						\$0	\$0	IUT-Misc.	\$0
40	5911	IUT/OVERHEAD			0			\$0	\$0		\$0
41	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
42	5600	TAXES/INCOME									
43	Expenses		38,163	47,571	48,676	41,038	37,628	\$32,446	\$8,033	\$15,890	
44											
45	Net		(21,863)	(30,121)	(27,926)	(28,002)	(21,728)	(\$32,446)	(\$8,033)	(\$15,890)	

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Chapters 3207										
	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temn)	2023 Budget	2024 Notes	2024 Budget
2											
3	4430	MISCELLANEOUS FEES									
4	4490	MISCELLANEOUS REVENUE									
5	Revenues		0	0	0	0	0	\$0	\$0		\$0
6											
7	5000	SALARIES & WAGES	3,776	14,720	9,309	11,341	8,599	\$11,223	\$9,194	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.	\$11,493
8	5001	WAGES/TEMPORARY EMPLOYEES									
9	5002	OVERTIME WAGES						\$0	\$0		\$0
10	5005	ATTRITION FACTOR					(2,505)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	1,155	4,416	2,868	\$3,532	2,816	\$3,801	\$2,942	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,678
13	5141	MAINTENANCE AGREEMENTS									
14	5150	MESSENGER SERVICE						\$0	\$0	Messenger Service	\$0
15	5151	DUPLICATION/OUTSIDE						\$0	\$0		\$0
16	5210	TRANSPORTATION	228	3,299	2,494	991		\$1,200	\$1,200	Travel for ACRL officer speakers \$400 per event; 3 visits for FY22.	\$1,200
17	5212	LODGING & MEALS	1,247	522	714			\$780	\$780	Lodging & meals for ACRL officer speakers. 3 trips in FY22: 1 night lodging @ \$160 per night and \$50 per diem x 2 days ea.	\$780
18	5214	ENTERTAINMENT						\$0	\$0		\$0
19	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR						\$0	\$0		\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	3,683	3,816	2,823	1,141	285	\$4,500	\$4,500	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.	\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Chapters 3207										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temn)	2023 Budget	2024 Notes	2024 Budget
22	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE						\$0	\$0	Printing outside	\$0
25	5403	BINDING-OUTSIDE						\$0	\$0		\$0
26	5031	STAFF DEVELOPMENT						\$0	\$0		\$0
27	5500	SUPPLIES/OPERATING						\$0	\$0	Supplies (Chapters Council)	\$0
28	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0		\$0
29	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0		\$0
30	5510	INSURANCE						\$0	\$0		\$0
31	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0		\$0
32	5521	SPACE RENT						\$0	\$0		\$0
33	5522	TELEPHONE/FAX						\$0	\$0	Reimbursed phone/fax (Chapters Council)	\$0
34	5523	POSTAGE/E-MAIL						\$0	\$0	Postage	\$0
35	5525	UTILITIES						\$0	\$0		\$0
36	5530	DEPRECIATION F/E	16	49	63	77	49	\$0	\$0		\$0
37	5531	DEPRECIATION BUILDING						\$0	\$0		\$0
38	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
39	5599	MISC EXPENSE	236	605	337	182	114	\$643	\$716	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.	\$719
40	5800	IMPAIRMENT / GW INTANGIBLE ASSETS									
41	5905	IUT/TELEPHONE						\$0	\$0	IUT-Telephone	\$0
42	5906	IUT/ORDER BILLING						\$0	\$0		\$0
43	5908	IUT/MAINTENANCE						\$0	\$0		\$0
44	5909	IUT/DIST CTR	76	115	27	23		\$125	\$125	IUT-Distribution	\$125
45	5910	IUT/REPRO CTR						\$0	\$0	IUT-Reprographics (based on FY2018 actual)	\$0
46	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
47	5600	TAXES/INCOME									
48	Expenses		10,417	27,541	18,636	17,287	9,357	\$22,272	\$19,457		\$17,995
49											
50	Net		(10,417)	(27,541)	(18,636)	(17,287)	(9,357)	(\$22,272)	(\$19,457)		(\$17,995)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Committees & Interest Groups 3250							2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes2024 Budget	
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual				
3	4000	DUES/PERSONAL					-74				
4	4400	DONATIONS/HONORARIA	1,000								
5	4430	MISCELLANEOUS FEES									
6	4490	MISCELLANEOUS REVENUE									
7	Revenues		1,000	0	0	0	(74)	\$0	\$0	\$0	
8											
9	5000	SALARIES & WAGES	71,085	109,859	97,264	100,471	90,153	\$95,581	\$93,093	Salaries % of ACRL total salaries listed in salary matrix	\$103,436
10	5005	ATTRITION FACTOR					(26,267)				
11	5010	EMPLOYEE BENEFITS	21,722	32,956	29,963	\$31,292	29,528	\$32,369	\$29,790	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$33,100
12	5110	PROFESSIONAL SERVICES				\$3,313	3,313				
13	5122	BANK S/C	29					\$0	\$0		\$0
14	5150	MESSENGER SERVICE	57					\$55	\$55	Messenger Service - share of Briefing Book shipping	\$55
15	5302	MEAL FUNCTIONS	4,722	4,206	2,469			\$1,250	\$0	Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4.	\$1,250
16	5350	PROGRAM ALLOCATION	1,455					\$600	\$600	Division-level committees are entitled to up to \$150 each, but this line is budgeted based on historical actual requests.	\$600
17	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0		\$0
18	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0		\$0
19	5402	PRINTING-OUTSIDE	151	162	155	25		\$233	\$233	Outside printing - (share of \$700 ACRL Briefing Book)	\$233
20	5420	COPYRIGHT FEES						\$0	\$0		\$0
21	5430	WEB OPERATING EXPENSES	1,149	1,682				\$0	\$0	Zoom license fees moved to 0000.	\$0
22	5500	SUPPLIES/OPERATING	310					\$100	\$100		\$100
23	5530	DEPRECIATION F/E	307	368	663	685	513	\$0	\$0	0	\$0
24	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
25	5599	MISC EXPENSE	4,442	4,519	3,525	1,607	1,192	\$5,473	\$7,254	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.	\$6,472
26	5908	IUT/MAINTENANCE						\$0	\$0		\$0
27	5909	IUT/DIST CTR	4					\$0	\$0	IUT- Distribution	\$0
28	5910	IUT/REPRO CTR			91			\$0	\$0	IUT-Reprographics	\$0
29	Expenses		105,432	153,752	134,130	137,392	98,431	\$135,661	\$131,125	0	\$145,246
30											
31	Net		(104,432)	(153,752)	(134,130)	(137,392)	(98,505)	(\$135,661)	(\$131,125)	0	(\$145,246)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Sections 3275										
	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
2											
3	4000	DUES/PERSONAL				-34.17	-15.83				
4	4142	ADVERTISING/CLASSIFIED						\$0	\$0		\$0
5	4200	REGISTRATION FEES		3,550				\$0	\$0		\$0
6	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0		\$0
7	4400	DONATIONS/HONORARIA	2,500			(139)		\$0	\$0		\$0
8	4420	INT/DIV						\$0	\$0		\$0
9	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
10		Revenues	2,500	3,550	0	(173)	(16)	\$0	\$0		\$0
11											
12	5000	SALARIES & WAGES	47,612	69,323	66,426	80,521	54,610	\$67,169	\$63,211	Salaries calculated at % of total ACRL salaries per time study.	\$74,704
13	5005	ATTRITION FACTOR					(15,911)				
14	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	14,549	20,796	20,463	25,078	17,887	\$22,747	\$20,228	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$23,905
16	5110	PROFESSIONAL SERVICES					3,313				
17	5121	AUDIT/TAX FEES						\$0	\$0		\$0
18	5122	BANK S/C	71		(1)			\$0	\$0	Bank service fee.	\$0
19	5130	LOBBYING / CONSULTING									
20	5150	MESSENGER SERVICE		21				\$0	\$0		\$0
21	5212	LODGING & MEALS		200				\$0	\$0		\$0
22	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0		\$0
23	5302	MEAL FUNCTIONS	4,722	4,206	2,469			\$1,250	\$0	Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4.	\$1,250
24	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
			22,966	28,377	25,069	22,722	26,500	\$49,443	\$49,443	Basic support for sections and interest groups: ANSS 1,145; Arts 1,332; CJCLS 1,716; CLS 2,721; DOLS 1,803; DSS 2,103; EBSS 1,370; ESS 1,158; IS 3,621; LES 1,171; PPIRS 1,095; RBMS 1,962; STS 1,679, ULS 3,780; WGSS 1,287. Interest Groups are entitled to up to \$150. Budget based on historical actual: 1,500. \$20,000 RBMS profit share from FY21 is being expended in FY22. The FY21 year-end credit is added to the FY22 beginning	\$49,443
25	5350	PROGRAM ALLOCATION									
26	5402	PRINTING-OUTSIDE		236				\$0	\$0		\$0
27	5430	WEB OPERATING EXPENSES	1,149	1,681				\$0	\$0	Zoom license fees moved to 0000.	\$0
28	5031	STAFF DEVELOPMENT						\$0	\$0		\$0
29	5500	SUPPLIES/OPERATING	55	0				\$0	\$0		\$0
30	5530	DEPRECIATION F/E	206	232	453	549	311	\$0	\$0		\$0
31	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
			2,975	2,851	2,407	1,288	722	\$3,846	\$4,925	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	\$4,674
32	5599	MISC EXPENSE									
33	5909	IUT/DIST CTR	4	4	6	20		\$15	\$15	IUT-Distribution	\$15
34	5942	IUT/ADVERTISING						\$0	\$0	IUT-Advertising	\$0
35	5999	IUT/MISC						\$0	\$0		\$0
36	5911	IUT/OVERHEAD		937				\$0	\$0		\$0
37	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
38	5600	TAXES/INCOME									
39		Expenses	94,308	128,865	117,292	130,178	87,430	\$144,470	\$137,822		\$153,991
40											
41		Net	(91,808)	(125,315)	(117,292)	(130,351)	(87,446)	(\$144,470)	(\$137,822)		(\$153,991)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4601	RETURNS/CREDITS								Returns @ 5% of line 4109	(\$5)
4	4108	SALES/ALA STORE									
5	4109	SALES/MISC								Sales of back issues (based on fy22 actual and historical)	\$100
6	4110	SUBSCRIPTIONS								RBM Print Subscriptions: One-third (Sept.-Dec.) deferred from FY23: \$3,443 FY24 (20% decline in subscribers from FY22 actual, plus annual 2% cost increase) 155 US subs. @ \$57 = \$8,835 5 Canadian @ \$63 = \$315 14 foreign @ \$74 = \$1,036 174 \$10,186 Two-thirds recognized in FY24: \$6,723 (One-third deferred to FY25: \$3,463)	\$10,166
7	4140	ADVERTISING/GROSS						\$0	\$0	Recognizing all revenue in 4143	\$0
8	4143	ADVERTISING/ON-LINE	13,365	0				\$0	\$0	Online advertising revenue based on Choice estimate of sponsorships of ACRL Update e-newsletter, Keeping Up With newsletter, ACRL Delivers eblasts, and RBM online banner/etoc/print ads.	\$130,000
9	4610	COMMISSION/LINE ADV		(34)	(299)	(506)	(504)	(\$675)	(\$675)	Advertising representatives' commissions, 4.5% of sales (4143, 4429). FY24 budgeted total ad sales \$160,000	(\$7,200)
10	4611	COMMISSION/SALES REP	(596)	(225)	19			\$0	\$0	All commissions being recognized in 4610	\$0
11	4612	COMMISSION/ADVERTISING AGENCY									
12	4142	ADVERTISING/CLASSIFIED								Classified ad revenue - ACRL share of JobLIST ad sales (based on FY22 actual and future projected trends)	\$400,000
13	4420	INT/DIV						\$0	\$0		\$0
14	4421	ROYALTIES	8,374	7,517	7,035	7,256	5,083	\$5,000	\$4,500	Royalties from aggregators, based on FY22 actual with continued small decline year to year.	\$4,400
15	4429	OVRRHD-EXMPT REVENUE/DIVISIONS		7,500	9,300	12,380	9,050	\$15,000	\$16,500	Includes online advertising revenue based on Choice estimate on online banner ads and 1 etoc per issue of C&RL and C&RL News.	\$30,000
16	4430	MISCELLANEOUS FEES						\$0	\$0		\$0
17	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
18	Revenues		21,142	14,758	16,054	19,131	13,630	\$19,325	\$20,325	\$567,461	

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
19											
20	5000	SALARIES & WAGES	14,922	19,141	16,684	20,332	17,787	234,915 (comb	\$20,687	Salaries calculated at % of total ACRL salaries listed in salary matrix.	\$200,092
21	5001	WAGES/TEMPORARY EMPLOYEES									
22	5002	OVERTIME WAGES					14				
23	5005	ATTRITION FACTOR					(5,148)				
24	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
25	5010	EMPLOYEE BENEFITS	4,559	5,742	5,219	6,332	5,828	68,706 (combined for 3 serials projects)	\$6,620	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$64,029
26	5011	LIFE INSURANCE									
27	5100	TEMPORARY EMPLOYEES/OUTSIDE									
28	5110	PROFESSIONAL SERVICES	10,200	9,554	9,288	9,550	9,250	\$12,500	\$12,500	C&RL current stipend distribution: Editor=3000 Social Media Editor=2000 Book Review Editor=2100 Editorial Assistant 1=1500 Editorial Assistant 2=1500 RBM Editor stipend - 800 Outsourcing platform for ALA JobLIST, the online career center, shared with American Libraries - 18,000 C&RL News free ACRL webcasts for authors per agreement with Margaret Conahan - 4,000	\$35,300
29	5120	LEGAL FEES									
30	5121	AUDIT/TAX FEES									
31	5122	BANK S/C		14	361	56	27	\$50	\$30	Bank service fee, based on FY21 actual and historical	\$1,077
32	5130	LOBBYING / CONSULTING									
33	5140	EQUIP/FURN REPAIRS									
34	5141	MAINTENANCE AGREEMENTS									
35	5150	MESSENGER SERVICE	116					\$100	\$0	Messenger service, based on FY22 actual plus historical	\$30
36	5151	DUPLICATION/OUTSIDE						\$0	\$0		\$0
37	5210	TRANSPORTATION						\$0	\$0		\$0
38	5305	SPEAKER/GUEST HONORARIUM						\$0	\$0		\$0
39	5350	PROGRAM ALLOCATION						\$0	\$0		\$0
40	5400	EDITORIAL/PROOFREADING/OUTSIDE	4,750	5,350	5,250	5,400	6,850	\$5,250	\$6,125	CRL: 25 hours per issue x \$30/hr x 7 issues=5,250 RBM: 10 hours per issue x \$30/hr x 2 issues=600 News in IUT line below since done internally.	\$5,850
41	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	Typesetting	\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
64	5521	SPACE RENT									
65	5522	TELEPHONE/FAX									
66	5523	POSTAGE/E-MAIL									
67	5525	UTILITIES						\$0	\$0		\$0
68	5530	DEPRECIATION F/E	65	64	114	139	101	\$0	\$0	0	\$0
69	5531	DEPRECIATION BUILDING									
70	5541	COLLECTION EXPENSE									
71	5543	BAD DEBT EXPENSE	0					\$0	\$0	Bad debt, @ 1% sales (4103+4109+4140).	\$41
72	5544	INTEREST EXPENSE									
73	5545	TAXES/PROPERTY									
74	5550	PROMOTION									
75	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	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
76	5599	MISC EXPENSE	932	787	605	325	234	\$1,062	\$1,612	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.	\$12,519
77	5800	IMPAIRMENT / GW INTANGIBLE ASSETS									
78	5901	IUT/CPU									
79	5902	IUT/DATA PROC									
80	5903	IUT/SUBS PROC									
81	5904	TRANSFER TO/FROM ENDOWMENT									
82	5905	IUT/TELEPHONE									
83	5906	IUT/ORDER BILLING									
84	5909	IUT/DIST CTR		32				\$25	\$25	IUT-Distribution	\$40
85	5910	IUT/REPRO CTR						\$0	\$0	IUT-Reprographics	\$0
86	5912	IUT-Copyediting/Proofreading								IUT to Production Services for C&RL News copyediting and proofreading services. Based on average of FY23 YTD actual.	\$7,964
87	5913	IUT-Composition/Alteration								IUT to Production Services for C&RL News layout/composition services. Based on average of FY23 YTD actual.	\$27,555
88	5940	IUT/REGISTRATION PROCESSING									
89	5941	IUT/CHOICE									
90	5942	IUT/ADVERTISING	6,373	5,672	6,081	6,480	4,256	\$362	\$4,500	Amount paid to Choice to manage the sale of ad space. Pam Marino salary included in salary line. Based on projected ad sales and FY22 actual.	\$1,500
91	5999	IUT/MISC						\$0	\$0		\$0
92	5911	IUT/OVERHEAD	0					\$0	\$0	IUT-Overhead: 50 % ALA rate on eligible revenue. Estimate: (4142+4143+4109+4110+4140=536,766)	\$0
93	5998	IUT/ALLOCATIONS						\$300	\$300		\$300
94	5600	TAXES/INCOME	0	0	0			\$240	\$0	Unrelated Business Income Tax (UBIT), 3% of gross advertising revenue (4429). Removed taxes per ALA instructions in FY23.	\$0
95	Expenses		65,598	53,352	48,263	54,583	46,712	\$25,854	\$59,109		\$397,970
96											
97	Net		(44,455)	(38,594)	(32,209)	(35,453)	(33,082)	(\$6,529)	(\$38,784)		\$169,491

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL C&RL News (FY24: see 3300) 3302-H										
2	<u>Line</u>	<u>Line Description</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actuals</u> (needs updated by temp)	<u>2023 Budget</u>	<u>2024 Notes</u>	<u>2024 Budget</u>
3	4601	RETURNS/CREDITS						\$0	\$0	Returns/Credits - based on historical	\$0
4	4109	SALES/MISC	54			522		\$0	\$25	Sales of back issues (based on fy21 actual and historical)	\$0
5	4110	SUBSCRIPTIONS	16,216	16,094	13,992	13,904	9,721	\$4,312	\$0	Subscriptions (News became an online only publication in January 2022)	\$0
6	4140	ADVERTISING/GROSS	112,795	0				\$0	\$0	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.	\$0
7	4143	ADVERTISING/ON-LINE	95,938	64,156	88,200	89,300	86,400	\$90,000	\$105,000	Online advertising revenue based on Choice estimate of sponsorships of ACRL Update e-newsletter, Keeping Up With newsletter. ACRL Delivers eblasts	\$0
8	4610	COMMISSION/LINE ADV	(3,234)	(1,371)	(3,823)	(4,802)	(5,211)	(\$4,725)	(\$4,725)	Advertising representatives' commissions based on choice estimate of net online advertising revenue (website ads, etoc and newsletter sponsorships. eblasts)	\$0
9	4611	COMMISSION/SALES REP	(8,326)	(4,310)	(4,912)	(3,216)	(1,951)	(\$675)	(\$675)	Advertising representatives' commissions based on choice estimate of print advertising revenue for 4 issues. THIS CHANGED 8/21 BUT CELL ALREADY RED AS NEG REVENUE	\$0
10	4612	COMMISSION/ADVERTISING AGENCY						\$0	\$0	Eliminated agency discounts as revenues are reflected inclusive of any discount	\$0
11	4142	ADVERTISING/CLASSIFIED	433,651	415,063	408,078	283,475	282,130	\$340,000	\$420,000	Classified ad revenue - share of JobLIST ad sales (based on FY21 actual and future proiceted trends)	\$0
12	4420	INT/DIV						\$0	\$0		\$0
13	4421	ROYALTIES	1,459	1,572	1,493	1,971	1,568	\$1,500	\$1,600	Royalties – aggregators (based on average of FY19,20,21.)	\$0
14	4429	OVRLD-EXMPT REVENUE/DIVISIONS		78,760	110,930	83,576	50,800	\$30,000	\$16,500	Includes online advertising revenue based on revised Choice estimate; 1 etoc per issue. Since C&RL News is provided as a perquisite to members, ads directly related to this publication are exempt from overhead per the operating agreement.	\$0
15	4430	MISCELLANEOUS FEES						\$0	\$0		\$0
16	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
17	Revenues		648,554	569,964	613,958	464,730	423,458	\$460,412	\$537,725		

ACRL FY23 Preliminary

Project: 3302-H

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL C&RL News (FY24: see 3300) 3302-H										
2	<u>Line</u>	<u>Line Description</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actuals (needs updated by temp)</u>	<u>2023 Budget</u>	<u>2024 Notes</u>	<u>2024 Budget</u>
18											
19	5000	SALARIES & WAGES	134,600	180,643	162,848	172,768	176,048	\$175,034	\$175,842	Salaries calculated at % of total ACRL salaries listed in salary matrix	\$0
20	5001	WAGES/TEMPORARY EMPLOYEES									\$0
21	5002	OVERTIME WAGES					28				\$0
22	5005	ATTRITION FACTOR					(51,226)	\$0	\$0		\$0
23	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
24	5010	EMPLOYEE BENEFITS	41,130	54,189	52,682	53,810	57,665	\$59,276	\$56,269	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
25	5011	LIFE INSURANCE									\$0
26	5110	PROFESSIONAL SERVICES	27,000	18,000	18,000	18,000	18,000	\$19,200	\$22,000	Professional Service, outsourcing platform for ALA JobLIST, the online career center, shared with American Libraries; also includes \$4,000 to provide authors with a free ACRL webcast per agreement with Margot Conahan	\$0
27	5120	LEGAL FEES						\$0	\$0		\$0
28	5121	AUDIT/TAX FEES						\$0	\$0		\$0
29	5122	BANK S/C	2,873	3,694	1,271	957	162	\$3,250	\$3,750	Payment processing fees - approx 3.0% of product ad revenues	\$0
30	5130	LOBBYING / CONSULTING									\$0
31	5140	EQUIP/FURN REPAIRS						\$0	\$0		\$0
32	5141	MAINTENANCE AGREEMENTS									\$0
33	5150	MESSENGER SERVICE	3,309	4,406	3,898	2,986	1,048	\$1,417	\$0	C&RL News became an online-only publication with the January 2022 issue	\$0
34	5151	DUPLICATION/OUTSIDE									\$0
35	5210	TRANSPORTATION						\$0	\$0		\$0
36	5350	PROGRAM ALLOCATION						\$0	\$0		\$0
37	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	Proofreading as needed (based on historical trends)	\$0
38	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	No longer a charge item.	\$0
39	5402	PRINTING-OUTSIDE	77,431	97,896	101,919	100,831	81,267	\$43,200	\$0	C&RL News became an online-only publication with the January 2022 issue	\$0
40	5403	BINDING-OUTSIDE	20					\$25	\$0	C&RL News became an online-only publication with the January 2022 issue	\$0
41	5404	DESIGN SERVICE-OUTSIDE	1,800	1,500	1,800	1,350	1,800	\$1,650	\$1,650	Design work for cover (\$150/issue)	\$0
42	5406	REVIEW SERVICE						\$0	\$0		\$0
43	5410	MAIL SERVICE-OUTSIDE	11,861	12,184	12,318	12,874	10,406	\$4,925	\$0	C&RL News became an online-only publication with the January 2022 issue	\$0
44	5411	ADVERTISING/SPACE						\$0	\$0		\$0
45	5412	ADVERTISING/DIRECT	709	2,888	314			\$600	\$700	Promo Costs – \$500 Direct, e.g. brochure, flyers, space ads for subscriptions; \$200, marketing online career center	\$0
46	5413	MAIL LIST RENTAL						\$0	\$0	Mail List Rental - No longer used.	\$0
47	5414	SUPPLIES/PRODUCTION						\$0	\$0	Supplies/Production	\$0
48	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	2,557	2,640	3,541	2,888	1,422	\$1,280	\$0	C&RL News became an online-only publication with the January 2022 issue	\$0
49	5416	ADVERTISING PRODUCTION COST						\$0	\$0		\$0
50	5420	COPYRIGHT FEES						\$0	\$0	Copyright fee (based on historical)	\$0
51	5430	WEB OPERATING EXPENSES	56,368	19,206	35,878	13,703	16,072	\$14,100	\$13,490	C&RL News costs for online journal hosting (estimated 20 articles per issue at \$42/ article=\$840/ issue) plus \$3,600 annual altmetric fee, \$650 portico preservation fee. No longer have charges for online subscription processing starting in FY23.	\$0
52	5431	WEBINAR/WEBCASTS/WEB CE EXP						\$0	\$0		\$0
53	5432	PURCHASED INVENTORY						\$0	\$0		\$0
54	5433	ORDER PROCESSING/FULFILLMENT	1,558	1,390	1,075	1,592	749	\$1,500	\$0	C&RL News became an online-only publication with the January 2022 issue	\$0
55	5031	STAFF DEVELOPMENT						\$0	\$0		\$0
56	5500	SUPPLIES/OPERATING						\$0	\$0	Supplies, based on FY19 actual and historical	\$0
57	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	Haven't used since prior to FY15	\$0

ACRL FY23 Preliminary

Project: 3302-H

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL C&RL News (FY24: see 3300) 3302-H										
2	<u>Line</u>	<u>Line Description</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actuals (needs updated by temp)</u>	<u>2023 Budget</u>	<u>2024 Notes</u>	<u>2024 Budget</u>
58	5502	REFERENCE MATERIAL/PERIODICALS			50			\$0	\$0	Magazine subscriptions, editorial-related books for editor and assistant editors. Zeroed out in FY21.	\$0
59	5510	INSURANCE						\$0	\$0		\$0
60	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0		\$0
61	5521	SPACE RENT						\$0	\$0		\$0
62	5522	TELEPHONE/FAX	48	40	39	22	12	\$40	\$0	C&RL News became an online-only publication with the January 2022 issue	\$0
63	5523	POSTAGE/E-MAIL	45,992	47,984	49,039	48,679	37,704	\$19,284	\$0	C&RL News became an online-only publication with the January 2022 issue	\$0
64	5525	UTILITIES						\$0	\$0		\$0
65	5530	DEPRECIATION F/E	582	605	1,110	1,174	1,000	\$536	\$536	Depreciation	\$0
66	5531	DEPRECIATION BUILDING						\$0	\$0		\$0
67	5541	COLLECTION EXPENSE									\$0
68	5543	BAD DEBT EXPENSE	5,524	4,951	5,060		(15,535)	\$261	\$261	Bad debt @1% gross revenue on subscriptions, misc. sales, and product ads	\$0
69	5544	INTEREST EXPENSE						\$0	\$0		\$0
70	5545	TAXES/PROPERTY						\$0	\$0		\$0
71	5550	PROMOTION						\$0	\$0		\$0
72	5560	ORG SUPPORT/CONTRIBUTION	14,000	14,000	14,000	14,000	14,000	\$14,000	\$14,000	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	\$0
73	5599	MISC EXPENSE	8,410	7,430	5,902	2,767	2,325	\$10,023	\$13,701	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.	\$0
74	5800	IMPAIRMENT / GW INTANGIBLE ASSETS									\$0
75	5901	IUT/CPU						\$0	\$0		\$0
76	5902	IUT/DATA PROC						\$0	\$0	This item moved to project 3200 in FY12 per MJP.	\$0
77	5903	IUT/SUBS PROC	2,660					\$0	\$0	No longer a charge item.	\$0
78	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0		\$0
79	5905	IUT/TELEPHONE						\$0	\$0	IUT-Telephone – Based on historical	\$0
80	5906	IUT/ORDER BILLING						\$0	\$0		\$0
81	5908	IUT/MAINTENANCE						\$0	\$0		\$0
82	5909	IUT/DIST CTR	14	6	18	7	76	\$20	\$75	IUT-Distribution – Based on FY21 actual	\$0
83	5910	IUT/REPRO CTR	18	18	71			\$50	\$0	IUT-Reprographics – Based on FY21 actual + historical	\$0
84	5912	IUT-Copyediting/Proofreading						\$0	\$0		\$0
85	5913	IUT-Composition/Alteration						\$0	\$0		\$0
86	5940	IUT/REGISTRATION PROCESSING						\$0	\$0		\$0
87	5941	IUT/CHOICE						\$0	\$0		\$0
88	5942	IUT/ADVERTISING	12,747	11,345	12,161	12,605	8,512	\$724	\$7,000	IUT-Advertising - C&RL News share of the amount paid to CHOICE to manage the sale of ad space based on FY23 ad sales projection and historical. Pam Marino salary included in salary line.	\$0
89	5999	IUT/MISC						\$0	\$0		\$0
90	5911	IUT/OVERHEAD	2,148	2,124	67,611	51,325	50,118	\$57,030	\$69,059	IUT – Overhead on ad sales on online advertising outside of the member perquisite and subscriptions @ rate of 50% of ALA OH rate	\$0
91	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
92	5600	TAXES/INCOME	(24,319)	0	0			\$11,244	\$0	Unrelated Business Income Tax, est. @ 3% of gross advertising revenue lines 4429, 4142, 4143. Remvoed taxes per ALA instructions in FY23.	\$0
93	Expenses		429,039	487,139	550,606	512,337	411,652	\$438,669	\$378,333		\$0
94											
95	Net		219,515	82,825	63,352	(47,606)	11,806	\$21,743	\$159,392		\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL RBM (FY24: see 3300)		3303-H								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4601	RETURNS/CREDITS						\$0	(\$3)	Returns @ 5% of line 4109	\$0
4	4108	SALES/ALA STORE						\$0	\$0		\$0
5	4109	SALES/MISC	402	52			67	\$0	\$50	Sales of back issues (based on FY21 actual and historical) <small>One-third (Sept. Dec.) deferred from FY22: \$1,556</small>	\$0
6	4110	SUBSCRIPTIONS	17,914	11,727	17,725	15,828	18,847	\$13,637	\$11,011	FY22 (25% decline in subscribers from FY21 actual, plus annual 2% cost increase) 157 US subs. @ \$56 = \$8,792 5 Canadian @ \$62 = 310 14 foreign @ \$73 = \$1,022 176 \$10,124 Two-thirds recognized in FY32: \$6,681 (One-third deferred to FY24: \$3,443)	\$0
7	4140	ADVERTISING/GROSS	8,440	7,970	9,930	8,410	6,870	\$8,000	\$5,000	Per Choice projections.	\$0
8	4143	ADVERTISING/ON-LINE	5,430	2,350	2,260	1,940	1,880	\$1,500	\$1,000	Per Choice projections.	\$0
9	4610	COMMISSION/LINE ADV		(39)	(68)	(87)	(105)	(\$68)	(\$30)	Advertising representatives' commissions, 3% of net advertising revenue shown in 4143	\$0
10	4611	COMMISSION/SALES REP	(256)	(277)	(298)	(388)	(309)	(\$360)	(\$180)	Advertising representatives' commissions, 3% of net advertising revenue (4140-4612)	\$0
11	4612	COMMISSION/ADVERTISING AGENCY						\$0	\$0	Eliminated agency discounts as revenues are reflected inclusive of any discount	\$0
12	4142	ADVERTISING/CLASSIFIED						\$0	\$0		\$0
13	4420	INT/DIV						\$0	\$0		\$0
14	4421	ROYALTIES	2,731	1,088	321	1,662	210	\$1,000	\$750	Royalties – aggregators (based on average of FY19,20,21 plus historical trends.)	\$0
15	4430	MISCELLANEOUS FEES						\$0	\$0		\$0
16	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
17	Revenues		34,661	22,871	29,870	27,365	27,460	\$23,709	\$17,598		\$0
18											
19	5000	SALARIES & WAGES	3,916	4,409	2,552	4,407	3,095	\$4,270	\$3,576	Salaries: % of ACRL total salaries listed in salary matrix	\$0
20	5002	OVERTIME WAGES					5				\$0
21	5005	ATTRITION FACTOR					(890)				\$0
22	5010	EMPLOYEE BENEFITS	1,197	1,323	892	1,373	1,014	\$1,446	\$1,144	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
23	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0		\$0
24	5110	PROFESSIONAL SERVICES	800	800	800	800		\$800	\$800	Editor Stipend	\$0
25	5120	LEGAL FEES						\$0	\$0		\$0
26	5121	AUDIT/TAX FEES						\$0	\$0		\$0
27	5122	BANK S/C	370	219	363	251	133	\$0	\$0		\$0
28	5150	MESSENGER SERVICE	37	48	52	28		\$50	\$30	Based on FY22 actual and historical.	\$30
29	5151	DUPLICATION/OUTSIDE									\$0
30	5400	EDITORIAL/PROOFREADING/OUTSIDE	750	750	675	625	825	\$800	\$800	Editorial/Proofreading (\$400 per issue) 10 hrs x \$40	\$0
31	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	0	\$0
32	5402	PRINTING-OUTSIDE	3,595	3,195	3,018	2,985	3,082	\$3,510	\$3,791	Printing issues of RBM (\$1,755/issue x 2, based on FY22 budget + 8% increase based on estimate from Walsworth, assuming page counts at FY21 level)	\$0
33	5403	BINDING-OUTSIDE	39	21				\$0	\$0		\$0
34	5404	DESIGN SERVICE-OUTSIDE						\$0	\$0	0	\$0
35	5406	REVIEW SERVICE						\$0	\$0		\$0
36	5410	MAIL SERVICE-OUTSIDE	788	665	654	656	645	\$890	\$890	Mail handling of 2 issues of magazine (\$50 ea.) + list preparation @ 275 ea. And \$240 for subscription handling.	\$0
37	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	381	371	260	155	31	\$350	\$350	Pre-press/photographic work @ \$185/issue	\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL RBM (FY24: see 3300)		3303-H								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
38	5416	ADVERTISING PRODUCTION COST						\$0	\$0		\$0
39	5420	COPYRIGHT FEES						\$0	\$0	Copyright	\$0
40	5430	WEB OPERATING EXPENSES	8,475	2,201	2,182	2,922	2,778	\$3,150	\$3,150	RBM costs for online journal hosting (estimated 20 total articles over 2 issues @ \$42/ article), \$1,650 for web hosting of subscription processing, \$550 for altmetrics, and \$110 for portico digital preservation.	\$0
41	5431	WEBINAR/WEBCASTS/WEB CE EXP						\$0	\$0		\$0
42	5432	PURCHASED INVENTORY						\$0	\$0		\$0
43	5433	ORDER PROCESSING/FULFILLMENT	2,017	785	696	924	579	\$1,000	\$1,000	Subscription processing fees from outside supplier	\$0
44	5480	COST OF SALES						\$0	\$0		\$0
45	5500	SUPPLIES/OPERATING						\$0	\$0		\$0
46	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	"Editorial Assistant" (peer-review software) \$30 per submitted article; avg 10 submitted articles per year -DISCONTINUED USE in FY15	\$0
47	5522	TELEPHONE/FAX	6	28	10	8		\$35	\$35	Support for subscription processing	\$0
48	5523	POSTAGE/E-MAIL	1,510	1,369	1,270	1,045	1,911	\$1,373	\$1,373	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 FY21 budget)	\$0
49	5525	UTILITIES						\$0	\$0		\$0
50	5530	DEPRECIATION F/E	17	15	17	30	17	\$0	\$0		\$0
51	5531	DEPRECIATION BUILDING						\$0	\$0		\$0
52	5541	COLLECTION EXPENSE									\$0
53	5543	BAD DEBT EXPENSE	102	102	103	0	(307)	\$86	\$86	Bad debt @ 1% of revenue on lines 4109 and 4140	\$0
54	5599	MISC EXPENSE	245	181	93	70.62	40.41	\$245	\$279	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.	\$0
55	5800	IMPAIRMENT / GW INTANGIBLE ASSETS									\$0
56	5901	IUT/CPU						\$0	\$0		\$0
57	5902	IUT/DATA PROC						\$0	\$0		\$0
58	5903	IUT/SUBS PROC	2,014					\$0	\$0	Subscription services fees, moved to lines 5433, 5522,5430, and 5410	\$0
59	5909	IUT/DIST CTR		8				\$25	\$25	IUT-Distribution (includes some back issues)	\$0
60	5910	IUT/REPRO CTR						\$0	\$0	IUT-Reprographics	\$0
61	5941	IUT/CHOICE						\$0	\$0		\$0
62	5942	IUT/ADVERTISING	2,124	1,891	2,027	2,160	1,419	\$120	\$1,250	IUT Advertising: RBM share of the amount paid to CHOICE to manage the sale of ad space based on FY23 ad projections and historical. Pam Marino salary included in salary line.	\$0
63	5999	IUT/MISC						\$0	\$0		\$0
64	5911	IUT/OVERHEAD	4,575	3,019	3,958	3,626	3,639	\$3,148	\$2,332	IUT-Overhead: 50% of ALA OH rate x Total Revenues	\$0
65	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
66	5600	TAXES/INCOME	(215)	0	0			\$285	\$0	Unrelated business income: 3% of total advertising revenue, line 4140, 4142, 4143. Remvoed taxes per ALA instructions in FY23.	\$0
67	Expenses		32,744	21,400	19,622	22,066	18,017	\$21,583	\$20,911	\$30	
68											
69	Net		1,917	1,471	10,249	5,299	9,444	\$2,126	(\$3,313)	(\$30)	

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Web CE 3340										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4103	SALES - ONLINE	81,545	102,650	22,255		37,418	\$24,375	\$24,375	15% of sponsored webinar revenue to cost-share with CHOICE. (Percentage was 40% in FY17, currently splitting 85/15 CHOICE/ACRL)	\$20,000
4	4104	SALES/RENTL MAIL LISTS						\$0	\$0		\$0
5	4105	SALES/WEBINARS/WEBCASTS/WEB CE	41,121	19,720	81,890	86,275	61,570	\$72,345	\$40,610	Online learning registration fees (multi-week online courses and one-shot webcasts). Online courses: 2 total online courses x 18 participants each @ \$135 = \$5,400 Webcasts: 22 live webcasts with 25 registrants each (550 total) with an average reg fee of \$65 (based on avg reg for webcasts following the implementation of the ALA standardized bulk discounts, no more group rate). Based on \$50 ACRL member fee, \$71 ALA member, \$79 Nonmember, with bulk discounts starting with two registrants	\$40,610
6	4109	SALES/MISC									
7	4140	ADVERTISING/GROSS						\$0	\$0	CHOICE sponsored revenue recognized in 4103	\$0
8	4143	ADVERTISING/ON-LINE						\$0	\$0		\$0
9	4610	COMMISSION/LINE ADV						\$0	\$0		\$0
10	4611	COMMISSION/SALES REP	(4,639)	(954)	(447)	(2,058)	(2,824)	(\$1,097)	(\$1,097)	Commissions on ACRL-CHOICE sponsored webcasts. 15% of cost-share with CHOICE. Updated based on historical actuals.	(\$3,000)
11	4429	OVRLD-EXMPT REVENUE/DIVISIONS						\$0	\$0		\$0
12	4430	MISCELLANEOUS FEES						\$0	\$0		\$0
13	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
14	Revenues		118,027	121,416	103,698	84,217	96,164	\$95,623	\$63,888		\$57,610
15											
16	5000	SALARIES & WAGES	12,053	27,143	15,636	28,780	22,073	\$26,298	\$16,090	Salaries @ % of ACRL salaries listed in matrix	\$40,225
17	5001	WAGES/TEMPORARY EMPLOYEES									
18	5002	OVERTIME WAGES									
19	5005	ATTRITION FACTOR					(6,431)	\$0	\$0		\$0
20	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
21	5010	EMPLOYEE BENEFITS	3,683	8,142	4,817	8,963	7,230	\$8,906	\$5,149	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$12,872
22	5110	PROFESSIONAL SERVICES	3,185	4,430	5,894	495	11,914	\$2,000	\$2,000	Course development, 1 new Moodle courses x \$1,000 = \$1,000	\$1,000
23	5120	LEGAL FEES									
24	5121	AUDIT/TAX FEES						\$0	\$0		\$0
25	5122	BANK S/C	1,233	2,926	1,537	1,738	1,832	\$2,062	\$1,157	Bank Charges	\$1,157
26	5130	LOBBYING / CONSULTING									
27	5304	SPEAKER/GUEST EXPENSE						\$0	\$0		\$0
28	5305	SPEAKER/GUEST HONORARIUM	300	7,519	2,274	4,739	6,976	\$4,800			
29	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
30	5350	PROGRAM ALLOCATION			101			\$0	\$0		\$0
31	5420	COPYRIGHT FEES						\$0	\$0	Copyright fees	\$0
32	5430	WEB OPERATING EXPENSES	5,971	3,467	2,744	672		\$0	\$0	Web Operating Expenses	\$0
33	5431	WEBINAR/WEBCASTS/WEB CE EXP	1,956					\$4,461	\$4,461	85/15 expense split with CHOICE; 15% expenses recognized in budget.	\$4,500

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Web CE 3340										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
34	5525	UTILITIES						\$0	\$0		\$0
35	5530	DEPRECIATION F/E	52	91	107	196	126	\$0	\$0		\$0
36	5531	DEPRECIATION BUILDING						\$0	\$0		\$0
37	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0		\$0
38	5533	DO NOT USE N/S Intangible Assets									
39	5540	ROYALTY EXPENSE	3,218	1,581	0	0	150	\$7,235	\$4,061	Presenter royalty payments: 10% x registration revenue for webcasts and online courses	\$4,061
40	5541	COLLECTION EXPENSE									
41	5543	BAD DEBT EXPENSE	606	503	405	0	(1,514)	\$381	\$381	Bad debt (1% of gross revenues)	\$381
42	5544	INTEREST EXPENSE						\$0	\$0		\$0
43	5545	TAXES/PROPERTY						\$0	\$0		\$0
44	5550	PROMOTION						\$0	\$0		\$0
45	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
46	5599	MISC EXPENSE	753	1,116	567	460	292	\$1,506	\$1,254	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.	\$2,517
47	5908	IUT/MAINTENANCE						\$0	\$0		\$0
48	5909	IUT/DIST CTR	7	10				\$0	\$0	IUT-Distribution	\$0
49	5940	IUT/REGISTRATION PROCESSING	2,207	2,998	1,809	2,639	2,283	\$4,835	\$3,988	IUT-Registration Processing: \$5.25 per registrant for online courses and webcasts. Based on 550 online learning attendees.	\$2,888
50	5941	IUT/CHOICE						\$0	\$0		\$0
51	5942	IUT/ADVERTISING						\$0	\$0		\$0
52	5999	IUT/MISC						\$0	\$0		\$0
53	5911	IUT/OVERHEAD	16,192	16,153	13,740	11,159	12,742	\$9,586	\$5,381	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues (4105)	\$5,381
54	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
55	5600	TAXES/INCOME	0	0	0					3% of advertising revenues	
56	Expenses		\$51,415	\$76,078	\$49,631	\$59,841	\$57,671	\$72,070	\$43,922		\$74,982
57											
58	Net		\$66,612	\$45,339	\$54,067	\$24,376	\$38,493	\$23,553	\$19,966		(\$17,372)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Licensed Workshops 3341										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4103	SALES - ONLINE					24,430		\$0		
4	4200	REGISTRATION FEES		19,430	630			\$9,205	\$9,205	No workshop at ALA Annual Conference	\$0
										Licensed regional in-person workshops and licensed online experiences (new in FY21).	
										Assumes a transition to safe travel and group gatherings, but with reduced demand and budget for in-person events and increased demand for online events.	
			55,795	160,250	76,370			\$57,000	\$57,000	In-person and online workshops 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 for workshops (in-person or online) with two presenters at @ 6,500 per workshop x 6. License fee for workshops (in-person or online) with one presenter @ \$4,000 per workshop x 6. Twelve	\$63,000
5	4430	MISCELLANEOUS FEES									
6	4490	MISCELLANEOUS REVENUE				39,000	6,000	\$0	\$0		\$0
7	Revenues		\$55,795	\$179,680	\$77,000	\$39,000	\$30,430	\$66,205	\$66,205		\$63,000
8											
9	5000	SALARIES & WAGES	29,636	35,313	26,633	36,536	24,559	\$23,699	\$28,732	Salaries @ % of ACRL salaries listed in the salary matrix	\$28,732
10	5001	WAGES/TEMPORARY EMPLOYEES									
11	5002	OVERTIME WAGES									
12	5005	ATTRITION FACTOR					(7,156)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS	9,056	10,593	8,204	11,379	8,044	\$8,026	\$9,194	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$9,194
15	5122	BANK S/C		128	214			\$1,821	\$1,821	Bank service fees	\$1,733
16	5130	LOBBYING / CONSULTING									
17	5140	EQUIP/FURN REPAIRS						\$0	\$0		\$0
18	5141	MAINTENANCE AGREEMENTS									
19	5150	MESSENGER SERVICE	38	416	54	70		\$0	\$0	0	\$0
20	5151	DUPLICATION/OUTSIDE									
21	5210	TRANSPORTATION	1,437					\$0	\$0		\$0
22	5300	FACILITIES RENT						\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Licensed Workshops		3341								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
23	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0		\$0
24	5302	MEAL FUNCTIONS		2,793				\$1,540	\$1,540		\$0
25	5303	EXHIBITS						\$0	\$0		\$0
26	5304	SPEAKER/GUEST EXPENSE	5,511	6,310	1,331	958		\$0	\$0	All travel for experienced presenters is reimbursed by hosts for workshops delivered. ACRL covers travel for new presenters to shadow. Assumes travel for three new presenters. Per person costs: \$450 flight, \$200 hotel x 1.5 nights, \$50 per diem x 2 days. \$75 ground transportation. Presenter honorarium @ \$750 x 2 presenters x 6 workshops; \$750 Standards/AiA/other x 1 presenter x 6 workshops; plus six presenter coordinators \$750 each.	\$0
27	5305	SPEAKER/GUEST HONORARIUM	22,951	55,625	24,998	14,250	9,325	\$18,000	\$18,000		\$18,000
28	5306	AWARDS						\$0	\$0		\$0
29	5307	SECURITY SERVICES						\$0	\$0		\$0
30	5308	SPECIAL TRANSPORTATION						\$0	\$0		\$0
31	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR		3,588	2,483	570		\$0	\$0		\$0
32	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
33	5350	PROGRAM ALLOCATION	0	750	1,500	1,195	2,749	\$7,500	\$7,500	Annual funds for new curriculum development and existing curriculum refresh; IUT to Standards budget for Standards and Framework booklets comped for those workshops	\$7,500
34	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0		\$0
35	5402	PRINTING-OUTSIDE		734				\$0	\$0	0	\$0
36	5403	BINDING-OUTSIDE						\$0	\$0		\$0
37	5525	UTILITIES						\$0	\$0		\$0
38	5530	DEPRECIATION F/E	128	118	181	249	140	\$0	\$0		\$0
39	5599	MISC EXPENSE	1,992	1,592	1,040	659	325	\$1,357	\$2,239	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.	\$1,798
40	5909	IUT/DIST CTR		9	31			\$0	\$0	IUT-Distribution	\$0
41	5910	IUT/REPRO CTR	309	74	366			\$0	\$0	IUT-Reprographics	\$0
42	5911	IUT/OVERHEAD	7,365	26,283	10,286	5,168	4,032	\$8,772	\$8,772	IUT-Overhead: License overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting.	\$8,348
43	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
44	5600	TAXES/INCOME									
45	Expenses		\$78,422	\$144,325	\$77,320	\$71,033	\$42,018	\$70,715	\$77,798	\$0	\$75,305
46											
47	Net		(\$22,627)	\$35,355	(\$320)	(\$32,033)	(\$11,588)	(\$4,510)	(\$11,593)	\$0	(\$12,305)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Non-Periodical Pubs 3400										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4100	SALES/BOOKS	317,939	376,051	302,128	237,341	169,666	\$211,000	\$198,500	Backlist sales: \$70,000.	\$223,000
4	4601	RETURNS/CREDITS	(27,280)	(24,719)	(26,572)	(31,416)	(11,918)	(\$16,880)	(\$14,888)	Sales of new books: \$136,800. 18 new titles at \$8500/title	(\$22,300)
5	4602	SALES/BOOKS-DISCOUNT	(17,363)	(878)	(299)			\$0	\$0	Returns, @ 10% of sales.	\$0
6	4103	SALES - ONLINE						\$0	\$0		\$0
7	4421	ROYALTIES	14,831	38,020	63,640	69,905	94,088	\$72,000	\$90,000	Royalties from Univ. of So. Carolina, ALA, MIT Press, Haworth, EBSCO, ProQuest, Gardners, etc	\$105,000
8	Revenues		\$288,126	\$388,475	\$338,897	\$275,831	\$251,835	\$266,120	\$273,612		\$305,700
9											
10	5000	SALARIES & WAGES	76,896	102,634	91,519	118,321	80,737	\$89,855	\$91,369	Salaries @ % of ACRL salaries listed in the salary matrix	\$91,369
11	5005	ATTRITION FACTOR					(23,524)				
12	5010	EMPLOYEE BENEFITS	23,498	30,787	28,193	36,851	26,444	\$30,430	\$29,238	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$29,238
13	5122	BANK S/C	42	5				\$0	\$0	Bank Credit card	\$15
14	5150	MESSENGER SERVICE	52	39				\$0	\$0	Messenger	\$0
15	5400	EDITORIAL/PROOFREADING/OUTSIDE	10,959	20,688	16,475	10917.2	17818.39	\$22,100	\$22,100	Editorial/Proofreading (18 @ \$2000)	\$36,000
16	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	Typesetting	\$0
17	5402	PRINTING-OUTSIDE	26,255	33,411	32,056	26,536	19,177	\$41,600	\$39,100	Outside printing of 18 new titles @ \$1800/title	\$42,400
18	5403	BINDING-OUTSIDE						\$0	\$0		\$0
19	5404	DESIGN SERVICE-OUTSIDE	161	80	241	6,302	88	\$3,000	\$3,000	Potential design of 1 of the 18 new books	\$3,000
20	5406	REVIEW SERVICE						\$0	\$0		\$0
21	5410	MAIL SERVICE-OUTSIDE			67			\$0	\$0		\$0
22	5411	ADVERTISING/SPACE						\$0	\$0	Advertising space purchase	\$0
23	5412	ADVERTISING/DIRECT						\$5,000	\$5,000	Printing/distribution of Publications catalogs and flyers	\$5,000
24	5413	MAIL LIST RENTAL						\$0	\$0	Mailing list rental	\$0
25	5414	SUPPLIES/PRODUCTION						\$0	\$0	Formatting ebooks has been brought in-house and is reflected in the time study for salaries and benefits.	\$0
26	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	100	77	12		40	\$25	\$60	Pre-Press/Photographic	\$250
27	5416	ADVERTISING PRODUCTION COST						\$0	\$0		\$0
28	5420	COPYRIGHT FEES		3,000				\$935	\$935	Copyright fees 89 new books @ \$55 each	\$990
29	5433	ORDER PROCESSING/FULFILLMENT	24,220	31,331	22,775	27,331	26,875	\$23,210	\$21,835	Transaction Fee/Order Fulfillment, calculated at 14% of sales (line 4100)	\$31,220
30	5480	COST OF SALES	56,318	70,029	38,553	37,488	41,911	\$37,980	\$35,730	Cost of sales, calculated as 19% of sales (line 4100)	\$42,370
31	5490	INVENTORY ADJUSTMENT	(35,943)	(55,342)	(79,262)	(50,507)	40,792	(\$67,660)	(\$65,195)	Inventory adjustment. Total of lines 5400, 5401, 5402, 5404, 5415, and 5420.	(\$82,640)
32	5499	INVENTORY RESERVE ADJUSTMENT	2,000	4,329	2,000	2,001	2,000	\$2,000	\$1,000	Inventory Reserve Adjustment (removal of out-of-print titles from stock, est. \$2,000 residual value)	\$1,000
33	5523	POSTAGE/E-MAIL	3,789	6,694	5,049	3,720	3,279	\$6,000	\$5,000	Mailing books to reviewers and authors	\$5,000
34	5525	UTILITIES						\$0	\$0		\$0
35	5530	DEPRECIATION F/E	333	344	624	806	459	\$0	\$0		\$0
36	5540	ROYALTY EXPENSE	22,594	27,116	20,598	12,637	8,181	\$10,550	\$9,925	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)	\$11,150
37	5541	COLLECTION EXPENSE									
38	5543	BAD DEBT EXPENSE	3,446	3,667	4,000	(0)	(11,113)	\$4,000	\$4,000	Bad debt, 1% of gross revenues	\$4,000
39	5599	MISC EXPENSE	4,730	4,222	3,317		1067.7	\$5,145	\$7,119	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.	\$5,717
40	5909	IUT/DIST CTR	1,117	939	1,259	557		\$1,300	\$0	IUT-Distribution	\$0
41	5910	IUT/REPRO CTR	53	18	24			\$100	\$0	IUT-Reprographics	\$0
42	5941	IUT/CHOICE						\$4,309	\$4,309	Support to CHOICE for management of publishing initiatives.	\$0
43	5911	IUT/OVERHEAD	36,075	46,260	36,472	27,285	20,902	\$25,721	\$36,254	IUT-Overhead - Revenues from sales of books are charged 50% of ALA overhead rate on revenues (4100+4103+4601).	\$40,505
44	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
45	Expenses		\$256,695	\$330,329	\$223,970	\$262,137	\$255,133	\$245,600	\$250,779		\$266,584
46											
47	Net		\$31,431	\$58,146	\$114,927	\$13,693	(\$3,297)	\$20,520	\$22,833		\$39,116

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Equity, Diversity & Inclusior 3402										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
20	5301	CONFERENCE EQUIPMENT RENTAL			3,696			\$0	\$0		\$0
21	5302	MEAL FUNCTIONS			6,394						
22	5303	EXHIBITS						\$0	\$0		\$0
23	5304	SPEAKER/GUEST EXPENSE			2,535						
24	5305	SPEAKER/GUEST HONORARIUM			4,750		200	\$0	\$7,800	Subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions: \$7,500 honorarium total = (\$750 x 2 presenters x 5 locations). Spectrum Scholar Mentor Program webinar presenter stipend - \$300	\$7,800
25	5306	Awards							\$0	See project 3838 scholarships for ALA Spectrum Scholars; ACRL support for 3 scholars (Two scholars were approved in FY22, but only was funded. After FY23, ACRL will return to funding two scholars.): \$21,000	\$0
26	5350	PROGRAM ALLOCATION		7,304	8,105		11,188	\$3,207	\$2,500	\$1,500 budgeted for TBD expenses for the ACRL Diversity Alliance. \$1,000 will be budgeted for potential EDI activities in consultation with the chair of the EDI committee	\$2,500
27	5030	STAFF RECRUITMENT/RELOCATION						\$0	\$0		\$0
28	5031	STAFF DEVELOPMENT						\$0	\$0		\$0
29	5500	SUPPLIES/OPERATING			574			\$0	\$200	Supplies	\$200
30	5525	UTILITIES						\$0	\$0		\$0
31	5530	DEPRECIATION F/E	44	54	68	66	83	\$0	\$0		\$0
32	5543	BAD DEBT EXPENSE			148		(148)	\$148	\$148		\$148
33	5599	MISC EXPENSE	631	663	363	155	194	\$289	\$2,095	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	\$2,157
34	5909	IUT/DIST CTR						\$0	\$0	IUT-Distribution	\$0
35	5910	IUT/REPRO CTR	175		160			\$200	\$200	IUT-Reprographics	\$200
36	5911	IUT/OVERHEAD	2,303	3,366	388			\$9,408	\$5,963	IUT-General Overhead IUT 100% of ALA General overhead rate on revenue from misc. fees revenue (line 4490). License Workshop revenues (5305) overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting	\$4,505
37	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
38	5600	TAXES/INCOME									
39	Expenses		\$16,429	\$32,770	\$42,920	\$15,152	\$27,019	\$48,653	\$67,343		\$76,257
40											
41	Net		\$1,021	(\$7,270)	(\$12,990)	(\$1,152)	\$1,481	(\$13,153)	(\$39,843)		(\$54,257)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL New Roles		3403								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4430	MISCELLANEOUS FEES				0	0	\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	Misc. Revenue	\$0
5	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6											
7	5000	SALARIES & WAGES	2,832	2,898	4,245	8,736	10,057	\$15,190	\$11,768	Salaries at % of ACRL total salaries listed in salary matrix	\$11,768
8	5001	WAGES/TEMPORARY EMPLOYEES									
9	5002	OVERTIME WAGES									
10	5005	ATTRITION FACTOR					(2,930)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	866	869	1,308	\$2,721	3,294	\$5,144	\$3,766	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,766
13	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
14	5350	PROGRAM ALLOCATION		10,000	1,500	4,875	5,000	\$3,000	\$4,000	\$1000 for potential goal-area activities in consultation with the chair of the New Roles and Changing Landscapes Committee, plus \$2000 for updates to the Fostering Change Cohort curriculum and publication and potential reoffering	\$3,000
15	5530	DEPRECIATION F/E				60	57				
16	5550	PROMOTION						\$0	\$0		\$0
17	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
18	5599	MISC EXPENSE	177	119	154	140	133	\$870	\$917	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.	\$736
19	5600	TAXES/INCOME									
20	Expenses		\$3,875	\$13,886	\$7,207	\$16,532	\$15,611	\$24,204	\$20,451		\$19,270
21											
22	Net		(\$3,875)	(\$13,886)	(\$7,207)	(\$16,532)	(\$15,611)	(\$24,204)	(\$20,451)		(\$19,270)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Council of Liaisons 3501										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4430	MISCELLANEOUS FEES				0	0	\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	Misc. Revenue	\$0
5	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6											
7	5000	SALARIES & WAGES	13,635	13,475	9,081	3,511	4,598	\$11,685	\$5,380	Salaries at % of ACRL total salaries listed in salary matrix	\$5,380
8	5001	WAGES/TEMPORARY EMPLOYEES									
9	5002	OVERTIME WAGES									
10	5005	ATTRITION FACTOR					(1,340)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	4,166	4,041	2,797	\$1,094	1,506	\$3,957	\$1,722	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$1,722
13	5015	TUITION REIMBURSEMENT						\$0	\$0		\$0
14	5016	PROFESSIONAL MEMBERSHIPS	9,983	8,850	6,779	12,696	10,156	\$9,960	\$12,150	Memberships: CNI (\$8,700), Freedom to Read, FTRF (\$100), CHEMA (\$400); American Council of Learned Societies, ACLS (\$1,200); National Humanities Alliance, NHA (\$2,000).	\$12,400
15	5151	DUPLICATION/OUTSIDE									
16	5210	TRANSPORTATION	109		296	18		\$0	\$0		\$0
17	5212	LODGING & MEALS			165			\$0	\$0		\$0
18	5214	ENTERTAINMENT						\$0	\$0		\$0
19	5216	BUSINESS MEETINGS	125					\$0	\$0	Business meetings, registration fees (charged to 5350)	\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	22,801	16,986	21,696	8,404	1,615	\$7,917	\$15,000	\$10,000 to support strategic liaison relationships as needed and awarded by the External Liaisons Committee.	\$10,000
22	5530	DEPRECIATION F/E	59	45	62	24	26	\$0	\$0		\$0
23	5599	MISC EXPENSE	852	554	329	56	61	\$76	\$419	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.	\$337
24	5600	TAXES/INCOME									
25	Expenses		51,730	43,951	41,205	25,803	16,621	\$33,595	\$34,671		\$29,839
26											
27	Net		(51,730)	(43,951)	(41,205)	(25,803)	(16,621)	(\$33,595)	(\$34,671)		(\$29,839)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Scholarly Communication 3702										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4421	ROYALTIES						\$0	\$0		\$0
6	4429	OVRHD-EXMPT REVENUE/DIVISIONS						\$0	\$0		\$0
7	4430	MISCELLANEOUS FEES	10,000	10,000	9,856			\$0	\$0		\$0
8	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
9	Revenues		\$10,000	\$10,000	\$9,856	\$0	\$0	\$0	\$0		\$0
10											
11	5000	SALARIES & WAGES	13,690	28,634	40,151	20,626	5,015	\$39,728	\$37,927	Salaries @ % of ACRL salaries listed in salary matrix	\$37,927
12	5001	WAGES/TEMPORARY EMPLOYEES									
13	5002	OVERTIME WAGES									
14	5005	ATTRITION FACTOR					(1,461)	\$0	\$0		\$0
15	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
16	5010	EMPLOYEE BENEFITS	4,184	8,589	12,369	6,424	1,642	\$13,454	\$12,137	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$12,137
17	5041	BLUE CROSS REFUND									
18	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0		\$0
19	5110	PROFESSIONAL SERVICES	(970)					\$0	\$0		\$0
20	5120	LEGAL FEES						\$0	\$0		\$0
21	5121	AUDIT/TAX FEES						\$0	\$0		\$0
22	5122	BANK S/C	114	114	57			\$0	\$0	0	\$0
23	5130	LOBBYING / CONSULTING									
24	5150	MESSENGER SERVICE				103					
25	5210	TRANSPORTATION	7,144		690	95		\$0	\$0		\$0
26	5212	LODGING & MEALS	0		(251)	25		\$0	\$0		\$0
27	5304	SPEAKER/GUEST EXPENSE	4,346	10,825	9,132	446.76		\$0	\$0		\$0
28	5305	SPEAKER/GUEST HONORARIUM	8,796	7,500	8,250			\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Scholarly Communication 3702										
2	<u>Line</u>	<u>Line Description</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actuals</u> <u>(needs</u> <u>updated by</u> <u>temp)</u>	<u>2023 Budget</u>	<u>2024 Notes</u>	<u>2024 Budget</u>
29	5350	PROGRAM ALLOCATION	31,938	61,600	81,513	58,833	18,483	\$29,760	\$12,750	• \$1,000 scholarly communication activities TBD and travel, in consultation with the chair of the ReSEC; • \$6,985 for SPARC dues; • \$5,000 for Open Access Working Group:	\$12,985
30	5403	BINDING-OUTSIDE						\$0	\$0		\$0
31	5404	DESIGN SERVICE-OUTSIDE	0		12			\$0	\$0		\$0
32	5523	POSTAGE/E-MAIL						\$0	\$0		\$0
33	5525	UTILITIES						\$0	\$0		\$0
34	5530	DEPRECIATION F/E	59	96	274	141	29	\$0	\$0		\$0
35	5560	ORG SUPPORT/CONTRIBUTION						\$0			
36	5599	MISC EXPENSE	855	1,178	1,455	330	216	\$2,275	\$2,955	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.	\$2,373
37	5909	IUT/DIST CTR						\$0	\$0	Distribution Center	\$0
38	5910	IUT/REPRO CTR			119			\$0	\$0	Repro	\$0
39	5999	IUT/MISC						\$0	\$0		\$0
40	5911	IUT/OVERHEAD	1,320	1,320	1,306			\$0	\$0	IUT 50% of ALA General overhead rate on revenue from licensed workshop fees.	\$0
41	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
42	5600	TAXES/INCOME									
43	Expenses		\$71,476	\$119,856	\$155,076	\$87,024	\$23,924	\$85,217	\$65,769		\$65,422
44											
45	Net		(\$61,476)	(\$109,856)	(\$145,220)	(\$87,024)	(\$23,924)	(\$85,217)	(\$65,769)		(\$65,422)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Value of Academic Libraries 3703										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4429	OVRLD-EXMPT REVENUE/DIVISIONS		0	37,250	0	0	\$0	\$0		\$0
4	4430	MISCELLANEOUS FEES				0	0	\$0	\$0		\$0
5	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0		\$0
6	Revenues		\$0	\$0	\$37,250	\$0	\$0	\$0	\$0		\$0
7											
8	5000	SALARIES & WAGES	22,121	61,410	17,423	23,667	2,931	\$31,549	\$18,963	Salaries @ % of ACRL salaries in salary matrix	\$18,963
9	5005	ATTRITION FACTOR					(854)				
10	5010	EMPLOYEE BENEFITS	6,759	18,421	5,367	\$7,371	960	\$10,684	\$6,068	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$6,068
11	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0		\$0
12	5110	PROFESSIONAL SERVICES	1,064	198				\$0	\$0		\$0
13	5151	DUPLICATION/OUTSIDE									
14	5210	TRANSPORTATION	2,823		495			\$0	\$0		\$0
15	5212	LODGING & MEALS	2,301		41			\$0	\$0		\$0
16	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0		\$0
17	5302	MEAL FUNCTIONS	4,890					\$0	\$0		\$0
18	5350	PROGRAM ALLOCATION	68,341	34,598	33,775	(332)	(1,210)	\$1,000	\$1,000	\$1,000 for potential VAL activities in consultation with the chair of the VAL committee).	\$1,000
19	5525	UTILITIES						\$0	\$0		\$0
20	5530	DEPRECIATION F/E	96	206	119	161	17	\$0	\$0		\$0
21	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
22	5599	MISC EXPENSE	1,382	2,526	631	379	39	\$1,807	\$1,478	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.	\$1,186
23	5909	IUT/DIST CTR						\$0	\$0		\$0
24	5910	IUT/REPRO CTR		709				\$0	\$0		\$0
25	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
26	5600	TAXES/INCOME									
27	Expenses		\$109,776	\$118,069	\$57,851	\$31,246	\$1,882	\$45,040	\$27,509		\$27,217
28											
29	Net		(\$109,776)	(\$118,069)	(\$20,601)	(\$31,246)	(\$1,882)	(\$45,040)	(\$27,509)		(\$27,217)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Government Relations		3704								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0		\$0
4	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
5											
6	5000	SALARIES & WAGES	13,690	19,899	12,546	12,722	1,931	\$21,032	\$13,792	Salaries @ % of ACRL salaries in salary matrix	\$13,792
7	5001	WAGES/TEMPORARY EMPLOYEES									
8	5002	OVERTIME WAGES									
9	5005	ATTRITION FACTOR					(563)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	4,184	5,969	3,865	3,962	632	\$7,123	\$4,413	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$4,413
12	5210	TRANSPORTATION				10					
13	5212	LODGING & MEALS				22					
14	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR						\$0	\$0		\$0
15	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
16	5350	PROGRAM ALLOCATION	17,671	29,915	25,678	18,488	15,000	\$15,010	\$2,000	\$4,000 for costs of officers (or other leaders) attending ALA's Legislative Day in Washington, D.C. \$2,000 for general travel to support legislative and policy advocacy	\$6,000
17	5525	UTILITIES						\$0	\$0		\$0
18	5530	DEPRECIATION F/E	59	67	85	87	11	\$0	\$0		\$0
19	5599	MISC EXPENSE	855	818	455	204	26	\$1,204	\$1,075	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.	\$863
20	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
21	5600	TAXES/INCOME									
22	Expenses		\$36,459	\$56,668	\$42,629	\$35,495	\$17,037	\$44,369	\$21,280		\$25,068
23											
24	Net		(\$36,459)	(\$56,668)	(\$42,629)	(\$35,495)	(\$17,037)	(\$44,369)	(\$21,280)		(\$25,068)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Student Learning Initiatives		3711								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4103	SALES - ONLINE								SALES ONLINE	\$64,026
4	Revenues		0	0	0	0	0	\$0	\$0		\$64,026
5											
6	5000	SALARIES & WAGES	4,249	3,015	5,280	309	1,070	\$27,155	\$25,399	Salaries % of ACRL total salaries listed in the salary matrix	\$37,237
7	5001	WAGES/TEMPORARY EMPLOYEES									
8	5002	OVERTIME WAGES									
9	5005	ATTRITION FACTOR					(312)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	1,301	904	1,626	96	350	\$9,196	\$8,128	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$11,916
12	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0		\$0
13	5110	PROFESSIONAL SERVICES	1,366					\$0	\$0		\$0
14	5150	MESSENGER SERVICE	12					\$0	\$0		\$0
15	5151	DUPLICATION/OUTSIDE									
16	5210	TRANSPORTATION	1,522					\$0	\$0		\$0
17	5212	LODGING & MEALS	435					\$0	\$0		\$0
18	5304	HONORARIUM						\$0	\$0		\$0
19	5305	SPEAKER/GUEST HONORARIUM	5,250					\$0	\$0		\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	33,542	26,500	26,500		1,000	\$6,000	\$12,000	Maintenance and development of the Information Literacy Sandbox (\$8,400); potential SLILC activities (\$1,000); TATIL (contingency \$6,000)	\$15,400
22	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE	23					\$0	\$0		\$0
25	5420	COPYRIGHT FEES						\$0	\$0		\$0
26	5430	WEB OPERATING EXPENSES	2,970	6,780	10,870	10,082	19,798	\$2,950	\$2,450	IL Sanbox hosting(\$2450), SDI AWS Hosting (\$340/month), Community Attributes maintenance (\$3,000/month)	\$42,530
27	5031	STAFF DEVELOPMENT						\$0	\$0		\$0
28	5500	SUPPLIES/OPERATING	119					\$0	\$0		\$0
29	5525	UTILITIES						\$0	\$0		\$0
30	5530	DEPRECIATION F/E	18	10	36	2	6	\$0	\$26,600	TATIL redevelopment and purchase	\$53,200
31	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
32	5599	MISC EXPENSE	265	124	191	5	14	\$1,555	\$1,979	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.	\$2,330
33	5908	IUT/MAINTENANCE						\$0	\$0		\$0
34	5909	IUT/DIST CTR						\$0	\$0	IUT-Distribution	\$0
35	5910	IUT/REPRO CTR						\$0	\$0	IUT - Reprographics	\$0
36	5942	IUT/ADVERTISING						\$0	\$0		\$0
37	5999	IUT/MISC						\$0	\$0	IUT-Misc.	\$0
38	5911	IUT/OVERHEAD						\$0	\$0		\$0
39	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
40	5600	TAXES/INCOME									
41	Expenses		\$51,071	\$37,333	\$44,503	\$10,493	\$21,927	\$46,856	\$76,556		\$162,613
42											
43	Net		(\$51,071)	(\$37,333)	(\$44,503)	(\$10,493)	(\$21,927)	(\$46,856)	(\$76,556)		(\$98,587)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL	Project Outcome	3712								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4429	OVRRD-EXMPT REVENUE/DIVISIONS		0	37,250			\$0	\$0	0	\$0
4	4430	MISCELLANEOUS FEES									
5	4490	MISCELLANEOUS REVENUE				1,500	4,400	\$6,750	\$13,910	Revenue from 1 new group account (\$750), paid learning (\$2,450), and , and PPO partnership (\$3,750)	\$6,950
6	4611	COMMISSION/SALES REP					(113)	(\$225)	(\$225)		
7	Revenues		\$0	\$0	\$37,250	\$1,500	\$4,288	\$6,525	\$13,685		\$6,950
8											
9	5000	SALARIES & WAGES		26,357	8,772	70,752	17,322	\$25,539	\$20,269	Salaries @ % of ACRL salaries in salary matrix	\$31,720
10	5001	WAGES/TEMPORARY EMPLOYEES									
11	5002	OVERTIME WAGES									
12	5005	ATTRITION FACTOR					(5,047)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS		7,907	2,702	22,036	5,674	\$8,649	\$6,486	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$10,151
15	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0		\$0
16	5110	PROFESSIONAL SERVICES			184,793	11,960		\$0	\$0		\$0
17	5120	LEGAL FEES						\$0	\$0		\$0
18	5121	AUDIT/TAX FEES						\$0	\$0		\$0
19	5122	BANK S/C						\$0	\$0	Bank fees	\$0
20	5210	TRANSPORTATION			346			\$0	\$0		\$0
21	5212	LODGING & MEALS			274	1,014		\$0	\$0		\$0
22	5303	EXHIBITS						\$0	\$0		\$0
23	5304	SPEAKER/GUEST EXPENSE						\$0	\$0	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.	\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL	Project Outcome	3712								
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
24	5305	SPEAKER/GUEST HONORARIUM					600	\$400	\$400	Workshop presenter honorarium (\$400 each)	\$400
25	5306	AWARDS				(13,000)		\$0	\$0		\$0
26	5350	PROGRAM ALLOCATION		14,254	18,884	18,925	320	\$0	\$0		\$0
27	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0		\$0
28	5402	PRINTING-OUTSIDE						\$300	\$300	Printing flyers	\$300
29	5420	COPYRIGHT FEES						\$0	\$0		\$0
30	5430	WEB OPERATING EXPENSES			11,415	81,148	57,885	\$60,300	\$60,300	Monthly web maintenance costs for the ACRL Project Outcome toolkit. This includes \$250/month for Amazon Web Services (hosting), \$225/month for server management. Community Attributes is paid monthly for maintenance and ad hoc troubleshooting (estimated at \$2,500/month). An additional \$24.00 is included for site improvements and new features.	\$59,700
31	5525	UTILITIES						\$0	\$0		\$0
32	5530	DEPRECIATION F/E		88	60	482	99	\$0	\$0		\$0
33	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
34	5599	MISC EXPENSE		1,084	318	1,133	229	\$1,462	\$1,579	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.	\$1,985
35	5800	IMPAIRMENT / GW INTANGIBLE ASSETS									
36	5909	IUT/DIST CTR				6					
37	5942	IUT/ADVERTISING					91	\$350	\$350	Pam Marino time selling sponsored webinars (5 hours at \$35)	\$350
38	5999	IUT/MISC			20,000			\$0	\$0		\$0
39	5911	IUT/OVERHEAD					583	\$865	\$1,813	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues	\$921
40	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
41	5600	TAXES/INCOME									
42		Expenses	\$0	\$49,690	\$247,565	\$194,456	\$77,755	\$97,865	\$91,497		\$105,527
43											
44		Net	\$0	(\$49,690)	(\$210,315)	(\$192,956)	(\$73,468)	(\$91,340)	(\$77,812)		(\$98,577)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL RBMS Conference 3800										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by	2023 Budget	2024 Notes	2024 Budget
21	5210	TRANSPORTATION	2,667	2,081	3,404	2,097		\$3,400	\$3,400	Site visit for Conf Chairs, Section Chair and Conf Mgr, plus 3 staff flights for conference at \$400 each + \$600 in bus/cab/local transportation	\$3,400
22	5212	LODGING & MEALS	1,346	1,017	2,265	80		\$2,500	\$2,500	Site Visit 2 people x 2 nights lodging comp + 2 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 prior actual)	\$2,500
23	5214	ENTERTAINMENT		3,352	160	914		\$3,000	\$2,500	N/A no entertainment	\$0
24	5300	FACILITIES RENT	3,812	1,674				\$0	\$500	Meeting Space Comp per contract. Any reception space gratis UCI.	\$0
25	5301	CONFERENCE EQUIPMENT RENTAL	13,478	23,389	26,723			\$20,000	\$20,000	Standard Wifi and AV Equipment/staffing at 25000	\$25,000
26	5302	MEAL FUNCTIONS	39,771	78,916	47,373			6000 to cover s	\$36,900	Opening Reception at 26K plus 3 days morning beverage service at 6K each, plus 2 afternoon breaks at 5K each, New Member Mixer 6K+Scholarship Bfast at 1500, UCI Reception gratis - all budged at 60% In-person	\$36,900
27	5303	EXHIBITS						\$0	\$0		\$0
28	5304	SPEAKER/GUEST EXPENSE	3,288	4,524	2,486			\$4,800	\$4,800	Four Plenary Speakers 4 x \$700 + Workshops (200/person x 10)	\$4,800
29	5305	SPEAKER/GUEST HONORARIUM	1,200	1,800	3,200	200	2,900	\$3,200	\$2,000	Speaker Honorarium Plenary 4 @ 500 ea.	\$2,000
30	5306	AWARDS						\$0	\$0		\$0
31	5307	SECURITY SERVICES						\$0	\$0		\$0
32	5308	SPECIAL TRANSPORTATION	6,634	3,066	2,872			\$18,000	\$3,000	N/A no busing included	\$0
33	5402	PRINTING-OUTSIDE	4,721	2,826	3,214			\$800	\$800	No postcard, no book, 800 workshops	\$800
34	5031	STAFF DEVELOPMENT						\$0	\$0		\$0
35	5500	SUPPLIES/OPERATING	6,407	5,390	1,133	1,228	614	\$1,500	\$1,500	2 Scooters \$500+ Napkins \$700+\$100 Ribbons +\$100 Binders	\$1,500
36	5522	TELEPHONE/FAX						\$0	\$0		\$0
37	5523	POSTAGE/E-MAIL	686	716				\$0	\$0	No mailing	\$0
38	5525	UTILITIES						\$0	\$0		\$0
39	5530	DEPRECIATION F/E	133	135	260	179	227	\$0	\$0		\$0
40	5543	BAD DEBT EXPENSE	100	100	250		(450)	\$250	\$250	Bad debt based on FY18 actuals	\$250
41	5560	ORG SUPPORT/CONTRIBUTION			(5,655)		(5,289)	(25,655)	(\$6,000)	6000 cover schol reg fees	(\$6,000)
42	5599	MISC EXPENSE	1,917	1,657	1,382	420	529	\$2,236	\$2,991	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.	\$2,402
43	5909	IUT/DIST CTR	49	68	23	8		\$50	\$50	IUT Distribution	\$0
44	5910	IUT/REPRO CTR	246	55	240			\$250	\$250	IUT Reprographics	\$200
45	5940	IUT/REGISTRATION PROCESSING	3,465	1,586	3,932	1,484		\$4,200	\$0	IUT Registration: included in platform expenses	\$0
46	5942	IUT/ADVERTISING						\$0	\$0	IUT Advertising	\$0
47	5999	IUT/MISC						\$0	\$0		\$0
48	5911	IUT/OVERHEAD	37,054	43,018	38,465		17,219	\$41,141	\$29,226	IUT General overhead	\$27,611
49	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
50	5600	TAXES/INCOME									
51	Expenses		\$170,544	\$233,825	\$187,146	\$43,759	\$92,579	\$165,934	\$189,337		\$186,033
52											
53	Net		\$59,517	\$23,597	\$36,099	(\$36,599)	\$100,882	\$74,137	\$20,645		\$9,340

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL 2023 Pittsburgh		3801	2027 Portland							
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
			0	0	0			0	\$264,362.00		
3	4103	SALES - ONLINE									
4	4140	ADVERTISING/GROSS			66,825			\$0	\$60,000.00		
5	4611	COMMISSION/SALES REP			17,460			\$0	\$0.00		
6	4612	COMMISSION/ADVERTISING AGENCY		(23,000)	(63,805)			(\$24,000)	(\$58,000.00)		
7	4142	ADVERTISING/CLASSIFIED						\$0	\$0.00		
			0	(390)	1,295,297	(22,040)		\$0	\$751,153.00		
8	4200	REGISTRATION FEES									
9	4210	EXHIBIT SPACE RENTALS	0	0	846,498			\$0	\$637,050.00		
10	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0.00		

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL 2023 Pittsburgh		3801	2027 Portland							
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
11	4400	DONATIONS/HONORARIA	0	0	382,919			\$0	\$315,000.00		
12	4429	OVRRD-EXMPT REVENUE/DIVISIONS		60,025	4,470			\$0	\$10,765.00		
13	4430	MISCELLANEOUS FEES						\$0	\$0.00		
14	4490	MISCELLANEOUS REVENUE						\$0	\$0.00		
15		Revenues	\$0	\$36,635	\$2,549,663	(\$22,040)	\$0	(\$24,000)	\$1,980,330.00		\$0.00
16											
17	5000	SALARIES & WAGES	28,011	73,560	171,423	2,865	16,114	\$91,028	\$174,577.00	Salaries 23	\$11,493.00
18	5001	WAGES/TEMPORARY EMPLOYEES							\$2,500.00	Registration temps	
19	5002	OVERTIME WAGES									
20	5005	ATTRITION FACTOR					(4,695)	\$0	\$0.00		\$0.00
21	5009	ACCRUED VACATION WAGES						\$0	\$0.00		\$0.00
22	5010	EMPLOYEE BENEFITS	8,559	22,066	52,807	892	5,278	\$30,827	\$55,865.00	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,678.00
23	5110	PROFESSIONAL SERVICES		29,845	82,430			\$31,500	\$65,945.00		
24	5122	BANK S/C		4,873	48,361			\$6,500	\$39,607.00		
25	5150	MESSENGER SERVICE			872			\$0	\$1,000.00		
26	5210	TRANSPORTATION	0	920	17,528			\$1,725	\$17,000.00		
27	5212	LODGING & MEALS	0	96	4,614			\$300	\$22,360.00		
28	5214	ENTERTAINMENT		1,530	6,432			\$0	\$4,000.00		
29	5300	FACILITIES RENT		8,400	40,531			\$37,000	\$61,550.00		

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL 2023 Pittsburgh		3801	2027 Portland							
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
30	5301	CONFERENCE EQUIPMENT RENTAL			400,879			\$0	\$401,000.00		
31	5302	MEAL FUNCTIONS			373,844			\$1,000	\$345,000.00		
32	5303	EXHIBITS			105,021			\$0	\$77,000.00		
33	5304	SPEAKER/GUEST EXPENSE			11,856			\$0	\$8,850.00		
34	5305	SPEAKER/GUEST HONORARIUM		32,500	39,800			\$30,000	\$34,500.00		
35	5306	AWARDS			(58,860)			\$0	(\$50,000.00)		
36	5307	SECURITY SERVICES			31,854			\$0	\$40,000.00		
37	5308	SPECIAL TRANSPORTATION			21,941			\$0	\$20,000.00		
38	5402	PRINTING-OUTSIDE	0	376	33,617			\$0	\$0.00		
39	5403	BINDING-OUTSIDE						\$0	\$0.00		
40	5404	DESIGN SERVICE-OUTSIDE	14,850	3,388	22,445			\$10,000	\$0.00		
41	5406	REVIEW SERVICE						\$0	\$0.00		
42	5410	MAIL SERVICE-OUTSIDE	0		1,302			\$800	\$200.00		
43	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE		10,225	16,465			\$10,000	\$26,000.00		
44	5416	ADVERTISING PRODUCTION COST						\$0	\$0.00		
45	5420	COPYRIGHT FEES		1,095	789			\$0	\$0.00		
46	5500	SUPPLIES/OPERATING	1,487	3,936	28,457			\$5,000	\$18,000.00		
47	5510	INSURANCE		6,059				\$7,000	\$9,000.00		
48	5522	TELEPHONE/FAX			35			\$0	\$50.00		
49	5523	POSTAGE/E-MAIL			22,440			\$250	\$0.00		
50	5525	UTILITIES						\$0	\$0.00		
51	5530	DEPRECIATION F/E	121	246	1,168	20	92	\$0	\$0.00		
52	5531	DEPRECIATION BUILDING						\$0	\$0.00		
53	5560	ORG SUPPORT/CONTRIBUTION			(10,000)			\$0	\$0.00		
54	5599	MISC EXPENSE	1,750	3,026	6,213	46	213	\$5,213	\$13,603.00	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.	\$719.00
55	5908	IUT/MAINTENANCE						\$0	\$0.00		\$0.00
56	5909	IUT/DIST CTR		10	(5)			\$0	\$0.00		\$0.00
57	5910	IUT/REPRO CTR		217	448			\$0	\$0.00		\$0.00
58	5911	IUT/OVERHEAD	0	(6,072)	573,003			\$0	\$403,432.00	IUT General overhead	\$0.00
59	5998	IUT/ALLOCATIONS						\$0	\$0.00		\$0.00
60	5600	TAXES/INCOME	(1,200)		0					Unrelated business taxes @ 2% of ad revenue	
61	Expenses		53,579	196,295	2,047,712	3,823	17,001	\$268,143	\$1,791,039.00	\$15,890.00	
62											
63	Net		(53,579)	(159,660)	501,952	(25,862)	(17,001)	(\$292,143)	\$189,291.00	(\$15,890.00)	

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL 2025 Minneapolis 3808										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4103	SALES - ONLINE				2,634	912,550				
4	4140	ADVERTISING/GROSS	80,320		0		30,550				
5	4143	ADVERTISING/ON-LINE									
6	4610	COMMISSION/LINE ADV									
7	4611	COMMISSION/SALES REP	98,365	0		(1,895)					
8	4612	COMMISSION/ADVERTISING AGENCY	(91,135)			(18,251)	(48,500)			Exhibits Management, Corcoran Exhibitions. 8 months exhibits management @ \$3,000 per month = \$24,000. 5% comission per booth (need to add in booth numbers)	(\$24,000)
9	4142	ADVERTISING/CLASSIFIED									
10	4200	REGISTRATION FEES	1,432,100	0							
11	4210	EXHIBIT SPACE RENTALS	957,420	0	0		223,977				
12	4220	MEAL FUNCTIONS									
13	4300	GRANTS/CONTRACTS/AWARDS									
14	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED									
15	4400	DONATIONS/HONORARIA	335,300		0		350,850				
16	4429	OVRLD-EXMPT REVENUE/DIVISIONS	2,925				1,856				
17	4430	MISCELLANEOUS FEES									
18	4490	MISCELLANEOUS REVENUE									
19	Revenues		\$2,815,296	\$0	\$0	(\$17,512)	\$1,471,283	\$0	\$0		(\$24,000)
20											
21	5000	SALARIES & WAGES	139,553	28,942	22,097	73,293	155,162	\$20,290	\$18,855	Salaries	\$91,943
22	5001	WAGES/TEMPORARY EMPLOYEES									
23	5002	OVERTIME WAGES									
24	5005	ATTRITION FACTOR					(45,209)				
25	5009	ACCRUED VACATION WAGES									
26	5010	EMPLOYEE BENEFITS	42,644	8,682	6,807	22,827	50,821	\$6,871	\$6,034	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$29,422
27	5100	TEMPORARY EMPLOYEES/OUTSIDE	1,719								
28	5110	PROFESSIONAL SERVICES	84,377	75	2,708	14,425	106,630				\$0
29	5120	LEGAL FEES									
30	5121	AUDIT/TAX FEES									
31	5122	BANK S/C	53,285	1,893	3,902	2,269	30,480				

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL 2025 Minneapolis 3808										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
32	5130	LOBBYING / CONSULTING									
33	5140	EQUIP/FURN REPAIRS									
34	5141	MAINTENANCE AGREEMENTS									
35	5150	MESSANGER SERVICE	1,257	0		21					
36	5151	DUPLICATION/OUTSIDE									
37	5210	TRANSPORTATION	12,160	613	398	614		\$0	\$0	Travel, out of town: ACRL staff and conference chair site visits to Minneapolis - 2 staff and 1 chair @ \$500= \$1500. Vicinity travel @ 3 @ \$75 = \$225.	\$1,725
38	5212	LODGING & MEALS	4,279	287	103	130		\$0	\$0	Travel, housing: lodging for 6 nights @ comp for planing trips by ACRL staff and conference chair. Per diem @ \$50 x 2 x 3 = \$300.	\$300
39	5214	ENTERTAINMENT	6,636				3,050				
40	5216	BUSINESS MEETINGS									
41	5219	UNALLOCATED AMERICAN EXPRESS					0				
42	5300	FACILITIES RENT	48,185								
43	5301	CONFERENCE EQUIPMENT RENTAL	353,826				424				
44	5302	MEAL FUNCTIONS	360,046								
45	5303	EXHIBITS	86,553				932				
46	5304	SPEAKER/GUEST EXPENSE	8,110	0							
47	5305	SPEAKER/GUEST HONORARIUM	43,000			200	22,750				
48	5306	AWARDS	0	0							
49	5307	SECURITY SERVICES	17,991								
50	5308	SPECIAL TRANSPORTATION	25,866			10,000					
51	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR					254,034				
52	5310	COMPUTER RENTAL/INTERNET CONNECTIONS									
53	5350	PROGRAM ALLOCATION									
54	5400	EDITORIAL/PROOFREADING/OUTSIDE									
55	5401	TYPESETTING/COMPOSITION-OUTSD									
56	5402	PRINTING-OUTSIDE	32,681								
57	5403	BINDING-OUTSIDE									
58	5404	DESIGN SERVICE-OUTSIDE	17,334	0	9,075	7,950	5,700				
59	5406	REVIEW SERVICE									
60	5410	MAIL SERVICE-OUTSIDE	2,096				184				
61	5411	ADVERTISING/SPACE									
62	5412	ADVERTISING/DIRECT									
63	5413	MAIL LIST RENTAL									
64	5414	SUPPLIES/PRODUCTION									
65	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	26,066			8,500					
66	5416	ADVERTISING PRODUCTION COST									
67	5420	COPYRIGHT FEES	744			1,110	789				
68	5500	SUPPLIES/OPERATING	25,981	22		572	3,679				

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL ACRL 2025 Minneapolis 3808										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
69	5501	EQUIPMENT & SOFTWARE/MINOR									
70	5502	REFERENCE MATERIAL/PERIODICALS									
71	5510	INSURANCE				8,436					
72	5520	EQUIPMENT RENTAL/LEASE									
73	5521	SPACE RENT									
74	5522	TELEPHONE/FAX	305								
75	5523	POSTAGE/E-MAIL	30,841								
76	5525	UTILITIES	32,907								
77	5530	DEPRECIATION F/E	605	97	151	499	883				
78	5560	ORG SUPPORT/CONTRIBUTION					-20396				
79	5599	MISC EXPENSE	8,840	1,190	801	1,172	2,052	\$1,162	\$1,469	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.	\$5,753
80	5909	IUT/DIST CTR	87			4					
81	5910	IUT/REPRO CTR	595								
82	5999	IUT/MISC	(10,000)								
83	5911	IUT/OVERHEAD	653,947	0			148,211	\$0	\$0	IUT General overhead	\$0
84	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
85	5600	TAXES/INCOME	0								
86		Expenses	\$2,112,515	\$41,801	\$46,042	\$152,022	\$720,176	\$28,323	\$26,358		\$129,143
87											
88		Net	\$702,780	(\$41,801)	(\$46,042)	(\$169,534)	\$751,107	(\$28,323)	(\$26,358)		(\$153,143)

	A	B	C	D	E	F	G	H	I	J
1	ACRL Annual Conf. Precons 3811									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actuals	2021 Actuals	2022 Actuals (needs updated by temp)		2024 Notes
3	4200	REGISTRATION FEES	8,540	7,875			0	No preconference in 2021. Based on one full-day preconference		\$0
4		Revenues	\$8,540	\$7,875	\$0	\$0	\$0			\$0
5										
6	5000	SALARIES & WAGES	1,876	2,686	11,955	7,199	2,056	Salaries at % of ACRL total listed in salary matrix		\$2,406
7	5001	WAGES/TEMPORARY EMPLOYEES								
8	5002	OVERTIME WAGES								
9	5005	ATTRITION FACTOR					(599)			\$0
10	5009	ACCRUED VACATION WAGES								\$0
11	5010	EMPLOYEE BENEFITS	573	806	3,683	2,242	673	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting		\$770
12	5122	BANK S/C	244					Bank Fees		\$0
13	5150	MESSANGER SERVICE						Messenger service		\$0
14	5151	DUPLICATION/OUTSIDE								
15	5210	TRANSPORTATION						No transportation as staff already traveling for Annual Conference		\$0
16	5212	LODGING & MEALS						No lodging and meals as staff already traveling for Annual Conference		\$0
17	5300	FACILITIES RENT						No facility rental expenses as workshops will be held in conjunction with ALA Annual Conference		\$0
18	5301	CONFERENCE EQUIPMENT RENTAL	1,032							\$0
19	5302	MEAL FUNCTIONS	1,241	850				42 (includes participants and speaker) @ 2 breaks @ \$15 per break = \$1,260		\$0
20	5303	EXHIBITS								\$0
21	5304	SPEAKER/GUEST EXPENSE	1,443	581				2 speakers @ one night's lodging @ \$200 and one day's per diem @ \$50. Total = \$500		\$0
22	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR		2,773				Audiovisual equipment, AV @ \$1500		\$0
23	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						Internet connection, comp at convention center		\$0
24	5402	PRINTING-OUTSIDE						Printing (photocopying of conference materials): presenters provide handouts for reimbursement		\$0
25	5500	SUPPLIES/OPERATING		6				Supplies		\$0
26	5530	DEPRECIATION F/E	8	9	81	49	12			\$0
27	5543	BAD DEBT EXPENSE	175	175	175		(525)	Bad Debt 1% of revenue		\$0
28	5560	ORG SUPPORT/CONTRIBUTION								\$0
29	5599	MISC EXPENSE	117	110	433	115	27	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.		\$151
30	5800	IMPAIRMENT / GW INTANGIBLE ASSETS								
31	5911	IUT/OVERHEAD	2,255	2,079				IUT General overhead as supplied by ALA Planning and Budgeting		\$0
32	5998	IUT/ALLOCATIONS								\$0
33	5600	TAXES/INCOME								
34		Expenses	8,964	10,075	16,327	9,605	1,644			\$3,327
35										
36		Net	(424)	(2,200)	(16,327)	(9,605)	(1,644)			(\$3,327)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL IIL Immersion National 3830										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4200	REGISTRATION FEES	142,705	196,635	172,155			\$170,575	\$170,575	The facilitators are developing virtual components if a F2F program is not viable. IMMERSION Location Loyola University Chicago - Registration fees: 70 members @ \$1,995; 10 non-members @ \$2,095. Total: \$160,600. Based on 80 attendees, recognizing 100% of revenue. Scholarships shown as a contra-expense in 5306.	\$160,600
4	4429	OVRLD-EXMPT REVENUE/DIVISIONS	22,598	35,413	49,910	305	0	\$30,070	\$30,070	Revenue for IMMERSION dorm lodging: 80 participants @ \$500	\$40,000
5	4430	MISCELLANEOUS FEES						\$0	\$0		\$0
6	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
7	Revenues		\$165,303	\$232,048	\$222,065	\$305	\$0	\$200,645	\$200,645		\$200,600
8											
9	5000	SALARIES & WAGES	9,751	20,621	15,799	8,888	1,653	\$18,734	\$17,239	Salaries calculated at % listed in salary matrix.	\$17,239
10	5001	WAGES/TEMPORARY EMPLOYEES									
11	5002	OVERTIME WAGES						\$0	\$0		\$0
12	5005	ATTRITION FACTOR					(482)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS	2,980	6,186	4,867	2,768	541	\$6,344	\$5,517	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,517
15	5110	PROFESSIONAL SERVICES	4,000		3,057			\$0	\$0	Registration instead of competitive application process, eShow application system not needed	\$0
16	5120	LEGAL FEES						\$0	\$0		\$0
17	5121	AUDIT/TAX FEES						\$0	\$0		\$0
18	5122	BANK S/C	4,643	7,167	6,478	1,883		\$5,117	\$5,117	Bank Charges on credit cards.	\$4,818
19	5130	LOBBYING / CONSULTING									
20	5140	EQUIP/FURN REPAIRS						\$0	\$0		\$0
21	5141	MAINTENANCE AGREEMENTS									
22	5150	MESSENGER SERVICE	185	238	55			\$350	\$350	Messenger service	\$350
23	5151	DUPLICATION/OUTSIDE						\$0	\$0		\$0
24	5210	TRANSPORTATION	13,020	895	1,411	(545)		\$525	\$525	Travel-out-of-town: vicinity travel @ \$150	\$525
25	5212	LODGING & MEALS	38,059	79,546	69,388			\$46,075	\$46,075	IMMERSION 80 registrants: 5 nights lodging @ \$500 per person x 80 <This fee is covered by 4429 overhead exempt revenue>;	\$52,040
26	5214	ENTERTAINMENT			4,730			\$5,500	\$5,500	Meals = \$140 per person @ dorm meals (B. I. D) x 86 = Entertainment: Thursday night happy hour	\$5,500
27	5300	FACILITIES RENT	14,939	8,115	17,700			\$6,240	\$6,240	Facilities rental at Loyola, plenary @ \$2,700 per day plus \$25 per classroom per day (8*\$110*5)	\$6,500
28	5301	CONFERENCE EQUIPMENT RENTAL	657		4,175			\$2,520	\$2,520	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)	\$2,520

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL IIL Immersion National 3830										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
29	5302	MEAL FUNCTIONS	16,985	(294)	15,043			\$17,888	\$17,888	Five Morning and four afternoon breaks: 86 people x 9 breaks @ \$15 = \$12,285 (includes \$750 cushion for additional coffee or bar drinks); Welcome dinner @ \$38 per person x 86 = \$3,458	\$15,628
30	5303	EXHIBITS						\$0	\$0		\$0
31	5304	SPEAKER/GUEST EXPENSE	7,581	7,157	10,220	(110)		\$8,900	\$7,500	Faculty expenses	\$7,500
32	5305	SPEAKER/GUEST HONORARIUM	21,000	34,250	21,250			\$24,750	\$24,750	Faculty honoraria: 6 faculty @ \$3,750 honorarium with \$750 for the additional stipend to the lead faculty, plus \$1500 for Immersion coordinator and \$500 for Immersion observer	\$24,750
33	5306	AWARDS	(12,000)	2,898	(11,970)			(12,000)	(10,000)	Contra-expense for Immersion scholarship awards	(10,000)
34	5402	PRINTING-OUTSIDE	257	4,426	2,738	40		\$5,000	\$5,000	Printing, notebook production	\$5,000
35	5420	COPYRIGHT FEES		1,687	499			\$1,000	\$1,000	Copyright fees	\$1,000
36	5031	STAFF DEVELOPMENT		415				\$0	\$0		\$0
37	5500	SUPPLIES/OPERATING	981	5,630	436	1,192		\$2,700	\$1,500	Closing plenary materials/other supplies @ \$1500	\$1,500
38	5525	UTILITIES						\$0	\$0		\$0
39	5530	DEPRECIATION F/E	42	69	108	61	9	\$0	\$0		\$0
40	5541	COLLECTION EXPENSE									
41	5543	BAD DEBT EXPENSE	147	147	147		(441)	\$147	\$147	Bad Debt	\$147
42	5599	MISC EXPENSE	609	848	573	142	22	\$1,073	\$1,343	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.	\$1,079
43	5909	IUT/DIST CTR				3		\$0	\$0	IUT-Distribution	\$0
44	5910	IUT/REPRO CTR						\$50	\$50	IUT-Reprographics	\$50
45	5940	IUT/REGISTRATION PROCESSING	664	(625)				\$742	\$742	Registration processing	\$742
46	5941	IUT/CHOICE						\$0	\$0		\$0
47	5942	IUT/ADVERTISING						\$0	\$0		\$0
48	5999	IUT/MISC		(8,475)				\$0	\$0		\$0
49	5911	IUT/OVERHEAD	37,674	51,912	45,621			\$53,171	\$53,171	IUT General overhead at ALA rate	\$53,159
50	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
51	5600	TAXES/INCOME									
52		Expenses	\$162,173	\$222,813	\$212,324	\$14,322	\$1,303	\$194,826	\$192,174		\$195,564
53											
54		Net	\$3,130	\$9,235	\$9,741	(\$14,017)	(\$1,303)	\$5,819	\$8,471		\$5,036

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Friends of ACRL 3831										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4430	MISCELLANEOUS FEES				0	0	\$0	\$0	All revenues show in restricted account, 48-403-xxxx-3831	\$0
4	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
5											
6	5000	SALARIES & WAGES	33,988	35,633	88,013	42,078	13,710	\$32,717	\$16,090	Salaries calculated at % listed in salary matrix	\$16,090
7	5001	WAGES/TEMPORARY EMPLOYEES									
8	5002	OVERTIME WAGES									
9	5005	ATTRITION FACTOR					(3,995)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	10,384	10,689	27,113	13,105	4,491	\$11,080	\$5,149	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,149
12	5014	ANNUITY/EMPLOYER CONTRIBUTION									
13	5122	BANK S/C	582	637	752	1,074	495	\$1,750	\$1,750	Credit card fees calculated at 2.9% of credit card donations, credit card donations are 70% of total donations, which are budgeted at \$25,000	\$1,750
14	5350	PROGRAM ALLOCATION	12,312	16,273	9,242			\$300	\$9,000	Program development: \$500 for pins, ribbons, other donor recognition	\$500
15	5412	ADVERTISING/DIRECT						\$0	\$0		\$0
16	5500	SUPPLIES/OPERATING	168					\$0	\$0		\$0
17	5523	POSTAGE/E-MAIL			536	97		\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Friends of ACRL 3831										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
18	5525	UTILITIES						\$0	\$0		\$0
19	5530	DEPRECIATION F/E	147	119	600	287	78	\$0	\$0		\$0
20	5531	DEPRECIATION BUILDING						\$0	\$0		\$0
21	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0		\$0
22	5533	DO NOT USE N/S Intangible Assets									
23	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0		\$0
24	5599	MISC EXPENSE	2,124	1,466	3,190	673	181	\$1,874	\$1,254	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.	\$1,007
25	5800	IMPAIRMENT / GW INTANGIBLE ASSETS									
26	5909	IUT/DIST CTR	540	522	372	218		\$0	\$0	IUT-Distribution	\$0
27	5910	IUT/REPRO CTR		19	182			\$0	\$0	IUT-Reprographics	\$0
28	5999	IUT/MISC						\$0	\$0		\$0
29	5911	IUT/OVERHEAD						\$0	\$0		\$0
30	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
31	5600	TAXES/INCOME									
32	Expenses		\$60,245	\$65,357	\$129,998	\$57,532	\$14,960	\$47,721	\$33,243		\$24,496
33											
34	Net		(\$60,245)	(\$65,357)	(\$129,998)	(\$57,532)	(\$14,960)	(\$47,721)	(\$33,243)		(\$24,496)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Section Special Events 3833										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0		\$0
4	4400	DONATIONS/HONORARIA	16,400	26,900	31,675	12,300	3,500	\$12,000	\$12,000	Donations for special events budgeted at typical rates.	\$12,000
5	4429	OVRHD-EXMPT REVENUE/DIVISIONS	5,329	4,382	3,212			\$3,125	\$3,125	Participant Fees: \$25 @ 125 (based on average registrations collected for special events hosted by ESS, DOLS, STS, CLS and CJCLS).	\$3,125
6	4430	MISCELLANEOUS FEES						\$0	\$0		\$0
7	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
8	Revenues		\$21,729	\$31,282	\$34,887	\$12,300	\$3,500	\$15,125	\$15,125		\$15,125
9											
10	5000	SALARIES & WAGES	9,413	6,029	5,481	4,877		\$5,721	\$0	Salaries calculated as percentage of total as listed in salary matrix	\$0
11	5001	WAGES/TEMPORARY EMPLOYEES									
12	5002	OVERTIME WAGES									
13	5005	ATTRITION FACTOR						\$0	\$0		\$0
14	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	2,877	1,809	1,688	1,519		\$1,937	\$0	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
16	5122	BANK S/C	90	265	288	114	100	\$0	\$0		\$0
17	5150	MESSENGER SERVICE						\$200	\$200	Messenger service	\$200
18	5350	PROGRAM ALLOCATION	19,282	28,141	33,157	5,486		\$14,000	\$14,000	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
19	5530	DEPRECIATION F/E	41	20	37	33		\$0	\$0		\$0
20	5599	MISC EXPENSE	588	248	199	78		\$328	\$0	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.	\$0
21	5909	IUT/DIST CTR	15	1				\$0	\$0		\$0
22	5911	IUT/OVERHEAD						\$0	\$0		\$0
23	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
24	5600	TAXES/INCOME									
25	Expenses		\$32,306	\$36,513	\$40,849	\$12,107	\$100	\$22,186	\$14,200	\$0	\$14,200
26											
27	Net		(\$10,576)	(\$5,231)	(\$5,962)	\$193	\$3,400	(\$7,061)	\$925	\$0	\$925

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Immersion Licensing		3834								
2	<u>Line</u>	<u>Line Description</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actuals</u> <u>(needs</u> <u>updated by</u> <u>temp)</u>	<u>2023 Budget</u>	<u>2024 Notes</u>	<u>2024 Budget</u>
3	4430	MISCELLANEOUS FEES						\$25,000	\$0	Licensed Immersion Program TBD for FY23	\$0
4	4490	MISCELLANEOUS REVENUE						\$0	\$0		\$0
5		Revenues	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0		\$0
6									\$0		\$0
7	5000	SALARIES & WAGES						\$3,497	\$0	Salaries calculated at % of total ACRL per time study	\$0
8	5001	WAGES/TEMPORARY EMPLOYEES									
9	5002	OVERTIME WAGES									
10	5005	ATTRITION FACTOR						\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS						\$1,184	\$0	Benefits	\$0
13	5122	BANK S/C						\$0	\$0	Bank Charges on credit cards.	\$0
14	5150	MESSENGER SERVICE						\$250	\$0	Messenger service, shipping materials (standards, certificates, boxes of "stuff") to regional site.	\$0
15	5151	DUPLICATION/OUTSIDE									
16	5210	TRANSPORTATION	848					\$0	\$0	Travel out of town (not needed, regional host)	\$0
17	5212	LODGING & MEALS						\$0	\$0	Lodging and meals -- assuming local attendees so lodging and meals (other than morning and afternoon refreshment breaks) would be on own	\$0
18	5300	FACILITIES RENT						\$0	\$0	Facility rental: adequate meeting space for 50+ attendees (?) in eight rounds of 5 people each provided on a complimentary basis by host institution	\$0
19	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	Equipment rental: data projector, screen, flipcharts, power cords provided on a complimentary basis by host institution	\$0
20	5302	MEAL FUNCTIONS						\$0	\$0	Meal functions: morning and afternoon refreshment breaks provided by regional host.	\$0
21	5303	EXHIBITS						\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Immersion Licensing		3834								
2	<u>Line</u>	<u>Line Description</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actuals</u> <u>(needs</u> <u>updated by</u> <u>temp)</u>	<u>2023 Budget</u>	<u>2024 Notes</u>	<u>2024 Budget</u>
22	5304	SPEAKER/GUEST EXPENSE	0			2,238		\$0	\$0	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
23	5305	SPEAKER/GUEST HONORARIUM			3,750			\$8,400	\$0	Honorarium for faculty @ \$850 per day x 3 days = \$2,550 per faculty x 3 faculty, plus \$750 for lead faculty	\$0
24	5402	PRINTING-OUTSIDE						\$1,340	\$0	Notebook printing @ approx. \$15 per notebook x 56 participants plus faculty and file copies. \$500 misc. printing cushion.	\$0
25	5420	COPYRIGHT FEES						\$175	\$0	Copyright fees: Immersion notebook readings (Copyright Clearance Center)	\$0
26	5500	SUPPLIES/OPERATING						\$1,500	\$0	56 binders/dividers @ \$1,000; Misc supplies (swag) @ \$500.	\$0
27	5522	TELEPHONE/FAX						\$0	\$0	Telephone (for dial in access at presentation)	\$0
28	5523	POSTAGE/E-MAIL						\$0	\$0	Invitation to Apply, e-mail registration packet and brochure	\$0
29	5543	BAD DEBT EXPENSE						\$0	\$0	Bad Debt	\$0
30	5599	MISC EXPENSE						\$200	\$0	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.	\$0
31	5910	IUT/REPRO CTR						\$25	\$0	IUT-Reprographics	\$0
32	5911	IUT/OVERHEAD						\$3,313	\$0	License overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting	\$0
33	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
34	5600	TAXES/INCOME									
35		Expenses	848	0	3,750	2,238	0	\$19,884	\$0		\$0
36											
37		Net	(848)	0	(3,750)	(2,238)	0	\$5,116	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Annual Conf. Programs 3835										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4400	DONATIONS/HONORARIA	16,300	15,800	14,000	500	600	\$14,000	\$14,000	Donations for Annual Conference programs and poster sessions/receptions budgeted at more typical donation rate.	\$14,000
4		Revenues	\$16,300	\$15,800	\$14,000	\$500	\$600	\$14,000	\$14,000		\$14,000
5											
6	5000	SALARIES & WAGES	16,001	11,456	15,604	17,864	2,348	\$9,842	\$2,758	Salaries @ % listed in the salary matrix	\$2,758
7	5001	WAGES/TEMPORARY EMPLOYEES									
8	5002	OVERTIME WAGES									
9	5005	ATTRITION FACTOR					(684)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	4,890	3,437	4,807	5,564	769	\$3,333	\$883	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$883
12	5122	BANK S/C	14	29		\$14	29	\$0	\$0		\$0
13	5302	MEAL FUNCTIONS	4,984	11,516	9,734			\$10,000	\$10,000	Catering at programs and poster sessions/receptions (offset by donations)	\$10,000
14	5350	PROGRAM ALLOCATION	16,956	8,065	10,278	2,539	3,600	\$13,850	\$13,850	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
15	5402	PRINTING-OUTSIDE						\$0	\$0	Share of this project's printing costs for Annual Conference Programs and meetings C&RL News insert	\$0
16	5530	DEPRECIATION F/E	69	38	106	122	13	\$0	\$0		\$0
17	5599	MISC EXPENSE	1,000	471	566	286	31	\$564	\$215	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.	\$173
18	5909	IUT/DIST CTR	6					\$0	\$0		\$0
19	5910	IUT/REPRO CTR			28			\$0	\$0		\$0
20	5600	TAXES/INCOME									
21		Expenses	\$43,920	\$35,012	\$41,123	\$26,389	\$6,105	\$37,589	\$27,706		\$27,664
22											
23		Net	(\$27,620)	(\$19,212)	(\$27,123)	(\$25,889)	(\$5,505)	(\$23,589)	(\$13,706)		(\$13,664)

	A	B	C	D	E	F	G	H	I	J	K
1	ACRL Scholarships 3838										
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actuals (needs updated by temp)	2023 Budget	2024 Notes	2024 Budget
3	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0		\$0
4		Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
5											
6	5000	SALARIES & WAGES						\$0	\$0		\$0
7	5001	WAGES/TEMPORARY EMPLOYEES									
8	5002	OVERTIME WAGES									
9	5005	ATTRITION FACTOR						\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS						\$0	\$0		\$0
12	5306	AWARDS	81,270	28,295	82,580			\$37,000	\$74,500	ACRL Immersion Program; \$10,000. RBMS Conference @ \$15,000. ALA Spectrum Scholars ACRL support for 2 scholars (Two scholars were approved in FY22, but only was funded. After FY23, ACRL will return to funding two scholars.): 2 scholars x \$7,000 = \$14,000. Online learning scholarships @ \$1,000. Budgeted from ACRL's	\$40,000
13	5940	IUT/REGISTRATION PROCESSING		4,075				\$0	\$0		\$0
14	5999	IUT/MISC		8,475				\$0	\$0		\$0
15	5911	IUT/OVERHEAD						\$0	\$0		\$0
16	5998	IUT/ALLOCATIONS						\$0	\$0		\$0
17	5600	TAXES/INCOME									
18		Expenses	\$81,270	\$40,845	\$82,580	\$2,500	\$0	\$37,000	\$74,500		\$40,000
19											
20		Net	(81,270)	(40,845)	(82,580)	(2,500)	0	(\$37,000)	(\$74,500)		(\$40,000)



FY2024 Budget Assumptions

ACRL develops budget assumptions annually to guide staff in preparing annual project budgets. ACRL's budget is mission-driven and should provide sufficient revenues with a two-year budget to support the strategic initiatives outlined in the [ACRL Plan for Excellence](#), including 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 will discuss the draft assumptions on November 7, 2022, and any recommendations will be incorporated before they are sent to the ACRL Board. After the November 7 meeting, the ACRL Board will hold an asynchronous virtual vote to discuss and take action on the FY24 assumptions. Based on the approved budget assumptions, ACRL staff will prepare the preliminary FY24 budget for review by the Budget and Finance Committee at their February 2023 virtual meetings.

General Overview: The economic climate and U.S. higher education

As ACRL begins to prepare its FY24 budget, the economic outlook is still influenced by the effects of the COVID-19 pandemic. During April to June 2020, the US economy took one of its worst downturns at a rate of -32.9%¹. For the year over year comparison in 2020, the US and world GDP decreased by 3.5%^{2, 3}. The economy began to rebound from this initial shock in late 2020, but recovery is slow and uncertain. Global GDP growth is projected by the International Monetary Fund at 3.2%⁴, World Bank at 2.9%⁵, and Organization for Economic Co-operation and Development at 3%⁶. It should be noted that these

¹ Jeff Cox, "Second-quarter GDP plunged by worst-ever 32.9% amid virus-induced shutdown," *CNBC*, July 30, 2020, <https://www.cnbc.com/2020/07/30/us-gdp-q2-2020-first-reading.html>.

² Martin Crutsinger, "US economy shrank 3.5% in 2020 after growing 4% last quarter," *The Associated Press*, January 28, 2021, <https://apnews.com/article/us-economy-shrink-in-2020-b59f9be06dcf1da924f64afde2ce094c>.

³ Eduardo Levy Yeyati and Federico Filippini, "Social and economic impact of COVID-19," *Brookings*, June 8, 2021, <https://www.brookings.edu/research/social-and-economic-impact-of-covid-19/>.

⁴ International Monetary Fund, "Countering the Cost-of-living-crisis," October 2022, <https://www.imf.org/en/Publications/WEO/Issues/2022/10/11/world-economic-outlook-october-2022>.

⁵ The World Bank, "Global Economic Prospects," June 2022, <https://www.worldbank.org/en/publication/global-economic-prospects>.

⁶ OECD, "Paying the Price of War: OECD Economic Outlook, Interim Report September 2022," September 2022, <https://www.oecd.org/economic-outlook/september-2022/>.

decreased GDP forecasts are being skewed somewhat by the impacts of the Russian invasion of Ukraine. While growth is slower than previous years for the majority of countries, they remain in the positive, while Russia is projected at -5.5%.⁶ Inflation is a concerning factor; “Global inflation is forecast to rise from 4.7 percent in 2021 to 8.8 percent in 2022 but to decline to 6.5 percent in 2023 and to 4.1 percent by 2024.”⁴ As the global pandemic continues into its third year, it is expected that its effects will be longstanding and a full recovery is still uncertain, and will depend on a number of factors, such as the potential proliferation of new variants, the impact of the Russo-Ukrainian War, the global response to supply chain disruptions, and recovery from record inflation.

Like the world economy, higher education is rebounding from the 2020 pandemic, but not without uncertainty. To fully understand higher ed’s economic rebound, one must look at the pre-pandemic numbers. Before the pandemic, state spending on public colleges and universities was already well below historical levels prior to the Great Recession of 2008-09.⁷ *Insider Higher Ed* reported that, “State funding nationwide is nearly 9 percent below pre-Great Recession levels and 18 percent below where it was before the 2001 tech bust.”⁸ Although “most Americans believe state spending for public universities and colleges has increased or at least held steady over the last 10 years,” in fact, “states have collectively scaled back their annual higher education funding by \$9 billion during that time, when adjusted for inflation.”⁹

It should be noted that, unlike after previous economic downturns, state spending on higher education did not bounce back after the 2008 recession.”¹⁰ 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.”¹¹ 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

⁷ 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.

⁸ Emma Whitford. “Public Higher Ed Funding Still Has Not Recovered From 2008 Recession,” *Inside Higher Ed*, May 5, 2020, <https://www.insidehighered.com/news/2020/05/05/public-higher-education-worse-spot-ever-heading-recession>. Accessed September 11, 2020.

⁹ 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.

¹⁰ 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/>.

¹¹ 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>.

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.”¹² “In only six states have higher education budgets returned to or surpassed their pre-recession levels; in 19 states, expenditures per student are at least 20 percent lower than before the recession.”¹³ 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.¹⁴ Financial challenges face higher education as public investment and tuition revenue are on the decline while labor and facility costs continue to rise¹⁵.

Fortunately, some institutions benefited from stimulus funding from the federal government. According to the State Higher Education Executive Officers Association, “Generous federal stimulus funding protected state revenues and directly supported higher education, enabling states to increase funding 4.5% in 2021 despite a pandemic and short economic recession. However, sharp declines in student enrollment (3.0%) and tuition revenue (3.2%) signal continued upheaval for public higher education revenues.” In the coming year, there will be a greater need for coordinated advocacy from ALA, ACRL and other higher education associations for funding at the state level for public institutions.

Prior to the COVID-19 pandemic, total enrollment in degree-granting postsecondary institutions decreased by 5 percent from 2009 to 2019, from 17.5 million to 16.6 million students.¹⁶ The National Center for Education Statistics (NCES) projects, between 2019 to 2029, that enrollments will increase 2.64%, from 16.6 million to 17.0 million.¹⁷ These numbers are somewhat disjointed with high school graduation rate projections, which show the number of high school graduates peaking at 3.9 million in 2025, then declining to 3.5 million in 2037.¹⁸ Further analysis on higher education trends is needed to understand NCES’s projected increase against decreasing high school enrollment data.

Economic climate and academic libraries

Before and during the pandemic, ACRL membership numbers have been on a slow but steady decline, which is in part due to the closing of institutions that have an impact on both ACRL’s organizational and

¹² Rick Seltzer, “‘Anemic’ State Funding Growth,” *Chronicle of Higher Education*, October 23, 2018.

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

¹³ Jeffrey Selinger, “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

¹⁴ Ibid.

¹⁵ *Chronicle of Higher Education* (2019) Beyond Budgets, <https://connect.chronicle.com/ByndBdgtRT19>

¹⁶ U. S. Department of Education: National Center for Education Statistics, “Undergraduate Enrollment,” (May 2021. Accessed October 14, 2021. <https://nces.ed.gov/programs/coe/indicator/cha>

¹⁷ U. S. Department of Education: National Center for Education Statistics, “Total undergraduate fall enrollment,” Accessed October 14, 2021. https://nces.ed.gov/programs/digest/d20/tables/dt20_303.70.asp

¹⁸ Western Interstate Commission for Higher Education, “Knocking at the College Door: Projections of High School Graduates through 3037,” Accessed October 14, 2021. <https://knocking.wiche.edu/executive-summary/>

personal members. According NCES data, 32 postsecondary institutions closed in 2021, 53 in 2020, 236 in 2019, 86 in 2018, 112 in 2017.¹⁹ The pool of potential academic librarians as evidenced by MLIS degrees awarded last peaked in 2011 at 7,729; since the peak, enrollments steadily declined to 4,843 in 2016 and the most current enrollment is 4,959 in 2020.²⁰ The decline during and after the 2008 recession may be stabilizing, as the U.S. Bureau of Labor Statistics projects a 6% increase job outlook, which is in line with the job outlook for all occupations.²¹ 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.²²

Fewer financial resources may have contributed to the consolidation of vendors in the library marketplace.^{23, 24} Fewer vendors will mean a smaller pool of companies to provide sponsorships, rent exhibit space, support library and association programs. Because "the current model of large publishers dominating scholarly publishing and inflation grinding down library budgets continues,"²⁵ tighter library budgets could mean less funding for staff development (e.g., association membership, continuing education) or sponsorship of library association programs.

The impact of the pandemic, along with the pre-pandemic trend of the continued state of lower funding and a consolidation in the marketplace, will affect ACRL's FY24 budgeted revenue expectations. We expect that library budgets and individual spending will continue to be reduced and thoughtfully

¹⁹ U. S. Department of Education: National Center for Education Statistics, "Total undergraduate fall enrollment," Accessed October 20, 2022. https://nces.ed.gov/programs/digest/d21/tables/dt21_317.50.asp.

²⁰ U. S. Department of Education: National Center for Education Statistics, "Master's degrees conferred by postsecondary institutions, by field of study," Accessed October 20, 2022. https://nces.ed.gov/programs/digest/d21/tables/dt21_323.10.asp.

²¹ Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Librarians and Library Media Specialists, accessed October 20, 2022, last modified date October 4, 2022, <https://www.bls.gov/ooh/education-training-and-library/librarians.htm>

²² 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>

²³ 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/>

²⁴ 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/>

²⁵ Stephen Bosch, Barbara Albee, & Sion Romaine. "Costs Outstrip Library Budgets | Periodicals Price Survey 2020" *Library Journal* April 14, 2020 <https://www.libraryjournal.com/?detailStory=Costs-Outstrip-Library-Budgets-Periodicals-Price-Survey-2020> Accessed October 31, 2020

considered. The FY24 budget will include traditional revenue streams (e.g., non-serial publications, ad sales, webinars).

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 spend a portion of this net asset balance in strategic programs and services that benefit 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 investments in strategic initiatives been reduced to \$3,367,723 (FY22 opening balance).

While the ALA Bylaws and ALA Operating Agreement are still in effect, a number of significant changes are being proposed. Changes includes divisions no longer having their net asset balances and the removal of overhead payments. The ACRL Board and ALA Executive Director will keep membership apprised on the impact to divisions and encourage feedback as the process unfolds.

While processes and practices are under review, the ACRL Board and Budget & Finance Committee will need to 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 and the annual endowment transfer. It is important to note that the net asset balance (beginning reserve level for FY24 is expected to be \$1,844,017) is moving closer to the mandated operating reserve amount of \$841,982. Ensuring that the net asset balance stays within the mandated operating reserve is another motivating factor for the Board and Budget Committee to carefully monitor expenses in FY24.

Because ACRL works to stay above the mandated operating reserve while still investing strategically in member programs and services, it will cease transfers to its long-term investment fund. If the Board and Budget Committee would like to resume these transfers in future years, there is a two-year notification requirement by ALA if ACRL wants to transfer more than \$50,000 to its LTI; transfers below \$49,999 do not require the two-year advance notification. Per the 2005 ACRL Board recommendation, the ACRL budget includes an LTI interest transfer (Project 3200) up to the maximum allowable amount. In FY19, ACRL transferred \$125,000 for FY19 and \$135,000 in FY20 in appreciation from its LTI to its operating budget to support strategic initiatives. Due to the outstanding performance of the virtual ACRL 2021 Conference, ACRL did not take the budgeted LTI interest transfer in FY21. In FY22, the ALA Executive Board mandated that divisions move 5% of LTI interest be applied to the FY23 operating budget. The

ACRL and PLA boards submitted a letter to the ALA Executive Board stating the deviation from policy and practice, as well as a request that ALA Board review this action and reinstate Division choice related to using endowment interest for the FY23 budget. The ALA Executive Board 5-year plan currently includes a 5% of LTI interest be applied to the FY24 operating budget.

Choice FY24 Budget Assumptions

Business Environment

- Paid subscriptions for *Choice Reviews*, *Choice* magazine, and *Reviews on Cards* are declining.
- Advertisers are asking for different kinds of advertising vehicles: sponsored content rather than print ads.
- We have a list of about 50,000 contacts that interacted with Choice via webinars, whitepapers, and newsletters.
- With the loss of the net asset balances, Choice is under considerable pressure to submit a balanced budget.

Strategic Realignment

Choice continues to remake its business and look for new opportunities to serve the academic library community. In FY21 we began a strategic realignment of our publishing program to decrease our financial dependence upon reviews and to allocate greater resources to the creation of new, more timely and important content. This new content consists of articles, blogposts, topical newsletters, webinars, and podcasts organized around *topics*, or, as we like to say, distributed among “content verticals.” The content is available on Choice360, will be largely supported by corporate underwriting, and will be directed toward a broad readership consisting of library professionals, scholars, instructors, and researchers—in short, the entire academic library community.

- In FY21 we launched our equity, diversity, and inclusion content vertical, Towards Inclusive Excellence.
- In FY23 we will launch our library technology content vertical, LibTech Insights.
- Budgeting for these two projects is in 3919 with underwriting revenues charged to Advertising (line 4143) and expenses (editor and contributor honoraria) to Professional Services (line 5110).

These new content verticals will allow Choice to reach a wider audience and will offer new sponsorship opportunities for our advertisers.

Revenue

Choice magazine and Reviews on Cards: In FY22 we saw a decline of 18% for *Choice* magazine (print) and 19% for *Reviews on Cards* in FY22. We do not expect such a precipitous decline in FY24 and are budgeting for a 10% decrease in subscriptions and revenue based on pre-pandemic averages. *Choice* magazine subscription and advertising revenue: \$297,994, *Reviews on Cards* subscription revenue: \$40,000

Choice Reviews: *Choice Reviews* subscriptions declined 11% in FY22, and we expect this decline to slow to a pre-pandemic rate of 5%. Advertising for *Choice Reviews* should remain steady at around \$40,000. Total revenue for this product (subscriptions, advertising, and GOBI affiliate fee) is expected to be around \$495,830.

Choice reviews licenses: We do not expect any major changes in our licensing revenue and forecast revenue for this project to be about \$490,000.

Resources for College Libraries: As of October 2022, we are waiting for a new contract from ProQuest. We expect a slight increase in editorial reimbursements for this project, but no change in subscriptions or royalties. Total revenue for this project is expected to be around \$228,000.

Choice/ACRL webinars: Our webinar program remains strong, but in we may not continue to see the revenues and attendance that we enjoyed during the pandemic. We have raised the advertising rate for our sponsored webinars to offset any decline in the number of programs. The revenue for this project is budgeted around \$288,000.

Content marketing: Our content marketing program continues to grow as advertisers look for new ways to communicate with their audience. We hope to see \$330,000 in advertising on this project after in FY24.

Choice360: The team at Choice is very curious to see how our audience and our sponsors respond to the new LibTech Insights content vertical which will launch in January 2023. We hope this blog channel will bring in new audience and advertisers for Choice. The advertising and sponsorship revenue for this project is budgeted at \$82,000 in FY24

Expenses

Choice continues to watch costs and keep staffing lean. We hope to reduce some of our IT costs by integrating more with ALA IT. ALA has asked us to budget for a 2% increase in salaries in FY24 and our overhead will remain at the publishing rate of 13.25%.

ACRL General Assumptions

Basic Budget Assumptions

1. All ALA and ACRL fiscal policies will be followed in the development of the budget. In August 2022, the ALA Executive Board approved the following actions:
 - a. Directed ALA Executive Director Tracie Hall to establish the Internal Staff Operational Practices Working Group and directed Hall to work with ALA staff leaders, personnel, and some input from members leaders on a new budgeting process. ACRL Executive Director Jay Malone will keep staff and member leaders apprised of any changes and implications for ACRL's budget process.

- b. Authorized the ALA Operating Agreement Implementation Task Force to develop a new budget process that consists of ALA management including Division Executive Directors and ALA division budget leaders to outline a new budget process. Former ACRL Budget and Finance Chair Carolyn Henderson Allen is serving on this task force. The task force's report is to be submitted in FY23-FY24, with implementation for FY25. If there any items to be implemented in FY24, Malone will keep staff and member leaders apprised.
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 FY24 is a non-conference year, ACRL would normally expect to generate a negative year-end net. Starting in FY23, ACRL was directed by ALA Finance and Accounting staff that it could no longer use its net asset balance to invest in programs and services, despite policy outlined in the ALA Operating Agreement. For FY23, ACRL was required to submit a net positive budget in September 2022, which included \$100,000 in TBD revenues added by ALA. If ACRL is asked to again have a net positive FY24 budget in spenddown year, the ACRL Board and Budget & Finance Committee Dwill need to review the FY24 budget for possible areas of increased revenues and/or cuts to expenses, which would have a significant impact on the rich history of programs and services ACRL offers to its members and the profession. If there is an investment budget in FY24, 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 FY24).
- + Sponsorships have been a strong source of revenue for ACRL programs and special activities in past years. Although fundraising has gotten more difficult, dedicated member leaders and staff continue to meet or exceed expectations for professional development fundraising. 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). In April 2022, the ALA Executive Board informed divisions that it had approved a mandatory 5% long-term investment (LTI) allocation of 5% in FY23. In May 2022, a joint letter from PLA and ACRL advised of the deviation from policy and practice to the ALA Executive Board. If a similar mandate is approved by the ALA Executive Board for FY24, Malone will keep staff and board apprised of action and potential need for more advocacy.

Expenses:

- Since FY21, travel and meetings expenses have been carefully monitored (all projects) and reduced if needed to support a healthy overall ALA budget. In FY23, ACRL was asked to cut a total of \$219,438 (\$49,074 for travel; \$147,126 for meetings and conferences; \$22,612 for professional services; \$625 for temporary employees) in “discretionary expenses.” If asked to again cut travel and meetings expenses in FY24, Malone will keep the staff and Board apprised.
- All current staff positions will be included in the budget. Some funds will be budgeted for interns and temporary help.

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

- \$1,000 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

- \$1,000 will be budgeted for potential SLILC activities in consultation with the chair of the SLILC committee (Project 3711).
- \$8,400 will be budgeted for maintenance and development of the Information Literacy Sandbox and \$3,000 for web hosting (Project 3711).
- One Immersion Program will be offered in FY24 either as an in-person or virtual program; this has yet to be determined by the Immersion facilitators who are currently discussing the program format. The program will break even or net a small profit. 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.

Expenses

- \$1,000 will be budgeted for scholarly communication activities in consultation with the chair of the Research and Scholarly Environment Committee. (*Project 3702*)
- An additional \$11,985 is budgeted to pay the following:
 - o \$6,985 for SPARC dues;
 - o \$5,000 for Open Access Working Group;

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

- \$1,000 will be budgeted as a placeholder for new initiatives to support this goal, to be used in consultation with the chair of the New Roles and Changing Landscapes Committee (project 3403).
- \$2,000 budgeted for updates to the Fostering Change Cohort curriculum, format, and publication (Project 3403).

Equity, Diversity and Inclusion

Revenues

- + \$11,625 in revenues from the ACRL Diversity Alliance will be budgeted. 58 institutions @ \$500. Number of institutions based on 75% of 2022 membership. Note: a new funding model is being implemented in FY23, which could impact projected revenues for FY24. (Project 3402).
- + \$10,000 in partial revenue for subsidized RoadShow (Project 3402).

Expenses

- \$1,000 will be budgeted for potential EDI activities in consultation with the chair of the EDI committee (Project 3402).
- \$1,500 in ongoing costs to support 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 increasing support from one to two Spectrum Scholars. The Board approved at its 2018 Fall Meeting. (Project 3838).
- Bulk of expenses paid for subsidized RoadShows to HBCU, tribal colleges, and other minority-serving institutions. After a two-year pause, offer ACRL licensed workshops 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 3402).

Enabling programs and services: Member Engagement

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

Membership Services

Revenues

- + Membership revenues will be budgeted by first looking at FY22 July actual, the most current membership data available, then adjusted to reflect a small increase in FY23 (a conference year) and adjusted for an expected decrease in FY24 (a non-conference year). As FY23 will be a conference year for ACRL, historically membership increases by 1.54%. Therefore, FY23 membership will be budgeted at a total membership of 8,340 paying members (and 8,523 total members). This reflects the 10.3% membership decrease in FY20, projected membership decrease of 6.1% decrease in FY21, and 1% increase in FY22 as ALA simplifies membership categories. ACRL may increase dues slightly in FY23 (if the Board implements an increase based on a possible change to the HEPI index). The initial personal membership dues rate for FY23 will be based on FY22 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 strategically reviewed by the Board and Budget and Finance Committee in light of decreasing revenues and absent net asset balance spend down. (Project 3200)
- ACRL will budget \$3,000 to sponsor three ALA Emerging Leaders. (Project 3200).
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000
- Reduced to \$15,000 from \$25,000 for as yet unidentified strategic initiatives will be budgeted. (Project 3200-5350)

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 and business meetings do not take place in conjunction with the new LibLearnX event, a suite will not be budgeted (Project 3201).
- Funds estimated at \$63,022 will be budgeted for a FY22 Board Strategic Planning and Orientation Session (SPOS). 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).
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4 (Project 3201).
- Increased ACLS hotel for ED and President from \$1,000 to \$1,200 per FY23 actuals. (Project 3201)

Advisory services and consulting***Revenues***

- + Consulting will continue to recover costs and yield a modest net of ~\$7K. (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. (Project 3206)

Chapters***Expenses***

- Chapters will no longer receive annually budget memos and will not be submitting reimbursement requests. (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 FY22 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, \$250 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 Sections 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 14 per year. With the reorganized Midwinter Meeting starting in 2021, the average number of events per year may drop to 10 as fewer units meet onsite. (Project 3833)

Government Relations (Project 3704)

Expenses

- \$4,000 will be budgeted to cover the costs of the officers (or other leaders) attending ALA's Legislative Day in Washington, D.C. (*Project 3704*).
- \$2,000 for general travel to support legislative and policy advocacy (*Project 3704*).

Scholarships

Expenses

- Funds for scholarships shall be budgeted as follows, although these amounts may be reduced as

the budget gets assembled (Project 3838):

- 2024 RBMS Conference scholarships @ \$18,000 reduced to \$15,000
- Immersion Programs @ \$10,000
- E-learning scholarships @ \$1,000
- Support for 2 ALA Spectrum Scholars @ \$14,000

Annual Conference Programs

Expenses

- Financial support for ACRL's ALA Annual Conference programs will be a total of \$7,150. (Project 3835)
- The President's Program budget will be \$6,500. (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 FY24, non-periodical publications will be able to recover costs and net a small excess total 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 for institutional e-book sales in FY24. (Project 3400)

Expenses

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

Library Statistics (Project 3202)

Revenues

- + In FY22 the redesigned ACRL information service Benchmark: Library Metrics and Trends will launch. Net revenue is projected to be \$62,153 and will be budgeted in 3202.

Expenses

- We will budget \$21,000 in depreciation costs and \$21,500 as repayment to PLA to cover ACRL's share of the rebuild cost in FY21. (Project 3202)

Standards and guidelines (Project 3204)**Revenues**

- + Sales of print standards fell off to zero during the pandemic. Anticipate very negligible sales to continue in FY24 as well, unless there is a bigger than anticipated economic rebound and/or RoadShows move back to an in-person model (RoadShows IUT costs of booklets for programs back to this line).

Expenses

- There should be no, or very limited, printing expenses in FY24 due to current inventory and lack of sales in FY20, FY21, FY22 and most likely FY23.

Serial Publications (Project 3300)**Overview**

- The budgets for all three ACRL serials (formerly projects 3300, 3302, and 3303) will be combined into one project (3300) beginning in FY24 to streamline budgeting and reporting.
- *C&RL News* became an online-only publication beginning with the January 2022 issue. FY24 will be the second full year that the magazine is no longer printed.

Revenues

- + Online product ads: Revenue from banner ads on the C&RL and C&RL News, along with table of contents alert sponsorships for both, serials should hold steady at FY23 budget levels. Online advertising revenue for RBM is projected to decline from \$1,000 in FY20 to \$900 in FY24. *(Project 3300)*
- + Online ads: Online advertising on which we pay overhead, including eblasts and newsletter sponsorships, are projected to stay at FY23 budget levels. *(Project 3300)*
- + Job ad revenues will be budgeted similarly to FY23. Following the sharp downturn during the first year of the pandemic, ALA JobLIST recovered to record-setting levels in FY22. It seems prudent to keep the budget at a historically “good but not exceptional” level, given significant uncertainty about the economy and job market at this time. ALA JobLIST maintains high awareness in the LIS niche and is a uniquely powerful recruitment tool for the profession. This has helped to compensate as policies supporting ALA’s mission and values that restrict the ads JobLIST will publish—restrictions JobLIST’s for-profit competitors don’t have—have been more strictly enforced and required declining business from some advertisers. Online job ad revenues and expenses are split with *American Libraries* 50/50 through operation of the ALA JobLIST online career center. *(Project 3300)*.
- + RBM subscriptions continue to decline by approximately 20-25% per year with a similar decline anticipated for FY24 over FY22 and FY23. Small annual subscription price increases have been implemented which will partially offset smaller number of subscribers. *(Project 3300)*

- + RBM print advertising revenue is projected to decline from \$6,000 in FY23 to \$5,000 in FY24 due to long-time advertisers retiring or closing shop. *(Project 3300)*

Expenses

- A small amount of funds will be budgeted to support marketing initiatives for the online career center, ALA JobLIST. *(Project 3300)*.
- \$14,000 will be budgeted to contribute to HRDR for operating costs of the ALA JobLIST Placement Center at ALA MW and AC. *(Project 3300)*.
- \$18,000 will be budgeted for ALA JobLIST's ongoing operating expenses, a monthly fee to the platform provider. *(Project 3300)*.
- Online hosting and production expenses are anticipated to remain steady at FY22 actual/ FY23 budget levels. *(Project 3300)*
- Increases in printing and postage for RBM are anticipated but have the potential to be volatile depending on whether paper shortages and USPS turmoil continue. *(Project 3300)*
- RBM print page counts should remain at FY23 levels. *(Project 3300)*

CHOICE

CHOICE Revenue

- + *Choice Reviews* subscription revenue will fall by 5%.
- + *Choice* magazine subscription revenue will fall by 10%; *Reviews on Cards*, by 10%
- + Subscriptions to *Resources for College Libraries* will remain flat at around \$125,000. RCL licensing will remain at \$10K for the use of RCL content in ProQuest's eBook Central, with an additional \$10K credited to Choice (3902) for OAT matches.
- + Advertising net revenues should increase by 5%, with declining magazine advertising offsetting gains in sponsored content and new content verticals:
 - o *Choice* magazine: \$100,000
 - o *Choice Reviews*: \$40,000
 - o Case studies and white papers: \$60,000
 - o Podcasts: \$65,000
 - o Newsletters and eblasts: \$260,000
 - o Choice360 (including TIE and LibTech Insights): \$85,000
 - o Webinars: \$300,000
- + Royalties from licensing of *Choice Reviews* will remain at current levels, \$490,000.

CHOICE Expenses

- Choice will budget salary, benefits, and overhead according to the directives of ALA Finance.

- All other direct expenses, except for amortization of capitalized expenses, will remain the same or decrease.

CHOICE Bottom Line

- Revenues rise approximately 3%.
- Expenses will rise 1-2%.
- Choice expects to submit a balanced budget for FY24.

Enabling programs and services: Education

ACRL 2025 Conference (Project 3808)

Revenues

- + All revenues pertaining to ACRL 2025 will be recognized in April 20215 after the conference is held.

Expenses

- FY24 is a non-conference year for ACRL, which typically means that it is a “spend down” year as we expend funds to prepare for the ACRL 2025 conference without revenues to offset these expenses. Staff salaries and benefits as well as certain deposit and other planning expenses will be budgeted.

RBMS Conference (Project 3800)

Revenues

- + Revenues generated from registration fees will cover the costs for one Annual conference, as the event is budgeted to at least break even. We will budget in-person and virtual attendance conservatively to minimize the possibility of having to cancel due to low registration numbers. (Project 3811).
- + The RBMS 63rd Annual Conference will be held in FY23. Revenues and expenses for this program will be set to have a modest net. (Project 3800)

Expenses

- RBMS 2024 site has yet to be selected by the RBMS Conference Development Committee, several sites are being considered and expenses will likely be higher on the West coast (if adjacent to ALA Annual 2024).

Online learning (Project 3340)**Revenues**

- + E-learning webcasts and courses will be developed and offered in FY24. We anticipate total revenues will be even or a little down from previous actuals due to the implementation of standardized online learning pricing being implemented across ALA which has led to less revenue due to lower registration fees than what ACRL was previously charging. . (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 FY24.

Expenses

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

Licensed workshops (Project 3341)**Revenues**

- We expect to resume licensing of full-day in-person workshops to institutions, chapters, and consortia upon request, though at reduced numbers from FY20. 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)
- ACRL will continue to offer virtual “Off-RoadShow” offerings based on the current workshop topics, developed in FY21/FY22. We project this to be a popular option for institutions and organizations unable to host an in-person workshop and to generate a modest net, making up for the reduced number of in-person workshops. (Project 3341)
- We anticipate a total of 12 licensed workshops (mix of in-person and virtual workshops).
- \$10,000 in partial revenue for subsidized RoadShows to HBCU, tribal colleges, and other minority-serving institutions shown in EDI section shown in EDI section.

Expenses

- ACRL will continue to cover travel costs for new presenters to shadow workshops. With the expectation that ACRL will hire new presenters in FY23, ACRL will budget for 4 new presenters to shadow one workshop each in FY24.
- \$15,000 to support curriculum development of new workshops and curriculum refreshes of existing workshops, up from a reduced \$7,500 in FY22 but below pre-pandemic budget of \$20,000/year.

- Subsidized RoadShows to HBCU, tribal colleges, and other minority-serving institutions shown in EDI section.

Enabling programs and services: Advocacy

Strengthening partnerships with other organizations (Project 3501)

Expenses

- \$15,000 will be budgeted to support the work of ACRL's External Liaisons Committee (formerly Liaison Coordinating Committee) through its grants working group. (Project 3501).
- ACRL will continue organizational support Project COUNTER, CHEMA, EDUCAUSE (dropped EDUCAUSE Dues from draft budget saving \$2,000), FTRF, American Council of Learned Societies (increased from \$8,450 to \$8,660 based on 2022 actual), 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

- 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 \$4,000 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 2 groups added in a year.
- + Revenue from training workshops will be budgeted at \$1750.
- + Revenue for sponsored webinars will be budgeted at \$2,500 for one sponsored webinar.)
- + Revenue for new options (e.g. training kits, external partnerships, toolkit "resale")

Expenses

- \$60,550 will be budgeted for monthly web maintenance costs for the ACRL Project Outcome toolkit. This includes \$250/month for Amazon Web Services, \$50 for Civilized Discourse

Construction Kit, and \$225/month for Digital Divide Data Ventures. Community Attributes is paid monthly for maintenance and ad hoc troubleshooting (estimated at \$3000/month).

- 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 at FY22 level.
- \$2,500 will be budgeted for temporary staff as needed. (Project 0000)
- Staffing costs for existing staff will be budgeted as directed by ALA Finance. (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.
- Removed Association of Fundraising Professionals (AFP) membership \$370.

Expenses—CHOICE

- See *Choice* expenses.

ALA Relationship

Overhead—ACRL

- ACRL's general overhead payment to ALA will be budgeted at FY22 levels as policy requires, currently estimated at about \$464,132 (FY21 final actual).

Overhead—CHOICE

- CHOICE's general overhead payment to ALA will be budgeted at approximately \$297,654 in FY23, based on FY22 budgeted OH.

Choice FY24 Budget Reconciliation Memo

To: ACRL Budget and Finance Committee

From: Rachel Hendrick, Editor and Publisher, Choice

Date: 31 May 2023

The Choice FY24 budget anticipates the usual decline in print subscriptions and advertising, but also reflects the success of our content verticals (Toward Inclusive Excellence and LibTech Insights) in building audience engagement from across academe and generating interest from advertisers new to Choice. In February 2024, we will sunset the Choice Reviews on Cards product, which is currently operating in the red. At the same time, we are refocusing our energy on creating new advertising opportunities through our content verticals. As always, we are watching expenses and anticipate cost savings stemming from technology integrations with ALA IT.

REVENUE

Item	FY24B	FY23B	Var
Subscriptions Revenue	947,280	900,041	47,239
Advertising Revenue	878,361	812,944	65,417
Licensing Revenue	476,654	476,210	444
Misc Sales Revenue	14,000	12,200	1,800
Misc Revenue	40,000	50,000	(10,000)
TOTAL REVENUE	2,356,295	2,251,395	104,900

The Choice FY24 budget anticipates a decline in subscriptions for Choice magazine and the discontinuation of Choice Reviews on Cards in February 2024. We anticipate a stabilization of Choice Reviews subscriptions and a slight increase in revenue due to raising the price of subscriptions 4%. We anticipate a stark decrease in print advertising and no growth in Choice Reviews advertising. We hope to see growth in sponsored content and webinar revenues bolstered by our newest content vertical, LibTech Insights. Overall, we anticipate a 7% increase in advertising revenue and a 5% increase in subscription revenue over FY23's budget.

EXPENSES

Item	FY24B	FY23B	Var
Payroll and Related Expenses	1,562,237	1,464,814	97,423
Outside Services	86,748	98,469	(11,721)
Travel and Related Expenses	4,817	8,250	(3,433)
Meetings and Conferences	0	0	0
Publication-related Expenses	243,974	277,090	(33,116)
Operating Expenses	131,686	141,437	(9,751)
TOTAL DIRECT EXPENSES	2,029,462	1,990,060	39,402
TOTAL INDIRECT EXPENSES	(31,395)	(29,108)	(2,287)

Due to inflation and necessary pay raises, the FY24 budget anticipates a substantial increase in payroll spending. However, we continue to look for efficiencies and ways to cut costs. In FY23, we began consolidating some of our information technology services with ALA IT. We will continue this project in FY24, as reflected in the outside services and operating expenses lines. We will also see savings with the discontinuation of Choice Reviews on Cards, as reflected in the publication-related expenses line.

Item	FY24B	FY23B	Var
Overhead	311,944	298,310	13,634
Liberty Square Allocations	25,500	25,500	0
TOTAL OVERHEAD	337,444	323,810	13,634

Our overhead costs will be slightly higher than last year, reflecting an increase in our revenue. The depreciation on our building (Liberty Square) is projected to remain the same as last year. We expect to transfer \$31,395 from our endowment to offset some of our operating costs (reflected in direct expenses). The total expenses for FY24 will be \$50,749 better than last year.

SUMMING UP

Item	FY24B	FY23B
TOTAL REVENUE	2,356,295	2,251,395
TOTAL EXPENSES	2,335,511	2,284,762
NET REVENUES	20,784	(33,367)

Choice's FY24 budget reflects not only a continued program of cost cutting and innovation in creating new content types and advertising opportunities, but also the first steps towards integrating our operations with ALA. It is also the first time Choice has submitted a revenue positive budget in a long time. We are anticipating a lot of hard work to make this budget a reality.

404 FY24 CHOICE Budget at a Glance

		FY24B	FY23B
TOTAL REVENUES		2,356,295	2,251,394
TOTAL EXPENSES		2,335,511	2,284,761
NET REVENUES		20,784	(33,367)
REVENUE			
SUBSCRIPTIONS			
3900	4110 Choice magazine	221,000	232,934
3901	4110 Reviews on Cards	19,180	46,963
	Subtotal: Choice Print	240,180	279,897
3913	4110 Choice Reviews	567,100	495,144
	Subtotal: All Choice	807,280	775,041
3905	4110 Resources for College Libraries	140,000	125,000
3918	4110 ccAdvisor (Choice)	0	0
4110	TOTAL SUBSCRIPTIONS	947,280	900,041
ADVERTISING & SPONSORED CONTENT			
	4143 Mobile app gross (Choice)	0	0
3904	4610 Commissions	0	0
	Mobile app net	0	0
	4140 Choice magazine	75,000	120,000
3907	4611 Commissions and agency fees	(3,375)	(5,400)
	Choice magazine net	71,625	114,600
	4143 Choice Reviews gross	40,000	40,000
3913	4610 Commissions	(1,800)	(1,800)
	Choice Reviews net	38,200	38,200
	4140 Content marketing: WP/CS	65,000	60,000
	4143 Content marketing: Podcasts	45,000	45,000
	4143 Content marketing: eBlasts	260,000	240,000
3914	4143 Content marketing: Newsletters and Other		
	4610 Digital commissions	(13,725)	(12,825)
	4611 Print commissions	(2,925)	(2,700)
	Choice content marketing net	353,350	329,475
	4143 ccAdvisor gross (Choice)	0	0
3918	4610 Commissions	0	0
	ccAdvisor net	0	0
	4143 Choice360	150,000	70,000
3919	4610 Commissions	(6,750)	(3,150)
	Choice360 Net	143,250	66,850
	4140 Print Advertising Gross	140,000	180,000
	4143 Digital Advertising Gross	495,000	395,000
	Subtotal x webinars	635,000	575,000
	4611 Sales Commission: Print	(6,300)	(20,531)
	4610 Sales Commission: Digital	(22,275)	(17,775)
	Subtotal Commissions	(28,575)	(38,306)
	Total Advertising x Webinars	606,425	536,694
3909	4105 Webinars gross (Choice)	284,750	276,250
	4611 Webinar commissions	(12,814)	(12,431)
	Webinars net	271,936	263,819
	TOTAL ADVERTISING & SPONSORED CONTENT	878,361	800,513
ROYALTIES			
3900	4421 Choice (CCC, reprints, etc.)	500	500
3902	4421 Choice reviews	466,154	465,710
3905	4421 Resources for College Libraries	10,000	10,000
	TOTAL ROYALTIES	476,654	476,210
MISCELLANEOUS SALES			
3900	4109 Misc. Sales	2,000	200
3905	4109 RCL Reimbursement	See 3905	See 3905
3913	4109 EBSCO affiliate fee	12,000	12,000
	TOTAL MISC SALES	14,000	12,200
MISCELLANEOUS REVENUE			
3900	4490 Remaindered books	40,000	50,000
	TOTAL MISC REVENUE	40,000	50,000
TOTAL REVENUES		2,356,295	2,251,394
EXPENSES			
	Payroll and Related Expenses	1,562,237	1,464,814
	Outside Services	86,748	98,469
	Travel and Related Expenses	4,817	8,250
	Meetings and Conferences	0	0
	Publication-related Expenses	243,974	277,090
	Operating Expenses	131,686	141,437
	TOTAL DIRECT EXPENSES	2,029,462	1,990,060
	TOTAL INDIRECT EXPENSES	(31,395)	(29,108)
	IUT/Overhead	311,944	298,310
	IUT/Allocations (Liberty Square)	25,500	25,500
	UBIT	0	0
	TOTAL OVERHEAD	337,444	323,810
TOTAL EXPENSES		2,335,511	2,284,761