

ACRL Budget and Finance II

February 9, 2024 | 10:00 AM – 12:00 PM CST

[Zoom Login](#)

Agenda

Time	Item (Document number follows topic and presenter)
10:00–10:05 a.m.	1.0 Welcome (Mocnik) ACRL Budget & Finance Chair Joe Mocnik will welcome the Committee and guests. The Committee will be asked if there are items for New Business.
10:05–10:10 a.m.	2.0 Assign/Review Recorders (Mocnik) A minute taker will be identified for this meeting. Minutes are typically due within two weeks following a meeting. Minute takers will confirm the deadlines of February 23, 2024 for minutes to be submitted to the compiler, B&F Chair Joe Mocnik. <ul style="list-style-type: none"> Recorder 1: Joint Board/B&F, Jan 29 = Stefanie Warlick Recorder 2: B&F I, Jan 29 = n/a; meeting canceled Recorder 3: B&F II, Feb 9 = _____ Compiler = Joe Mocnik
10:10–10:12 a.m. <i>Action</i>	3.0 Adoption of the Agenda (Mocnik)
10:12–10:15 a.m. <i>Action</i>	4.0 Annual 2023 Minutes (Mocnik) #1.0 The Committee will take action on its meeting minutes held during the 2023 ALA Annual Conference.
10:15–10:30 a.m. <i>Discussion</i>	5.0 ALA Organizational Updates (Mocnik/Payne) The Committee will follow-up on the ALA Executive Board liaison update from ALA Treasurer and ACRL's ALA Executive Board Liaison Peter Hepburn and identify if there are any follow-up questions.
10:30–10:45 a.m. <i>Information</i>	6.0 FY23 & FY24 Performance <ul style="list-style-type: none"> ACRL FY23 & FY24 Performance (Payne) #2.0, #2.1 The committee will receive an update on ACRL's FY23 final close and FY24 Q1 Performance. CHOICE FY23 & FY24 Performance (Hendrick) #3.0 The committee will receive an update on CHOICE's FY23 final close and FY24 Q1 Performance.

Time	Item (Document number follows topic and presenter)
10:45–11:05 a.m. Information	7.0 FY25 Preliminary Budget #4.0 <ul style="list-style-type: none"> • ACRL FY25 Preliminary Budget (Payne) #5.0, #5.1 The committee will receive an update on the first draft of ACRL’s FY25 budget. This preliminary budget was built on the FY25 assumptions that were approved by the ACRL Board/Budget & Finance Committee in Fall 2023. • CHOICE FY25 Preliminary Budget (Hendrick) #6.0, #6.1 The committee will receive an update on the first draft of CHOICE’s FY25 budget. This preliminary budget was built on the FY25 assumptions that were approved by the ACRL Board/Budget & Finance Committee in Fall 2023.
11:05–11:15 a.m.	Break
11:15–11:25 a.m. Discussion	8.0 Review of Progress on B&F Committee’s Work Plan (Mocnik) #7.0 The committee will review its work plan progress.
11:25–11:35 a.m. Discussion	9.0 Annual Conference Schedule (Mocnik) #8.0 The committee will discuss if it would like to meet virtually or in-person for the upcoming ALA Annual Conference in San Diego. The committee will review a draft schedule and give feedback on the schedule.
11:35 a.m.–12:00 p.m.	10.0 New Business (Mocnik) <ul style="list-style-type: none"> • TBD
12:00 p.m. Action	11.0 Adjourn (Mocnik)

ALA LibLearnX 2024: ACRL Budget & Finance Committee Document Inventory

Blue = New documents

Red = Pending

Black = Included in packet

Doc #	Document
Doc 1.0	ACRL Budget & Finance Committee Annual 2023 draft minutes
Doc 2.0	ACRL FY24 Q1 Memo
Doc 2.1	ACRL FY24 Q1 Report
Doc 3.0	Choice FY24 Q1 Memo
Doc 4.0	ACRL and CHOICE FY25 Budget Assumptions
Doc 5.0	ACRL FY25 Preliminary Budget Memo
Doc 5.1	ACRL FY25 Preliminary Budget
Doc 6.0	Choice FY25 Preliminary Budget
Doc 6.1	Choice FY25 Preliminary Budget Memo
Doc 7.0	ACRL Budget & Finance Committee Work Plan
Doc 8.0	Draft 2024 ACRL Governance Schedule

Association of College & Research Libraries
 225 N. Michigan Ave., Suite 1300, Chicago, IL 60601
 800-545-2433, ext. 2523
acrl@ala.org; <http://www.acrl.org>



To: ACRL Budget and Finance Committee, ACRL Board of Directors
 From: Allison Payne, ACRL Interim Executive Director
 Date: January 25, 2024
 Re: FY24 Q1 Memo

The attached spreadsheet (Doc 8.1) details ACRL's first-quarter performance through November 30, 2024.

As a reminder, ACRL's budget is best considered on a two-year cycle due to the ACRL Conference taking place in odd years. Revenues and expenses for the ACRL Conference will be recognized in the year the event takes place, except for expenses that are non-material (i.e., less than \$5K) and monthly payments. Thus, comparisons of total financial performance to last year, while useful for the Choice budget, are not as meaningful for the ACRL portion of the report, so I have presented the ACRL comparisons with the FY22 actual so comparisons between two budgets in non-conference years can be made.

Executive Summary

While revenues are down, significant expense savings were realized in Q1 that resulted in ACRL outperforming Q1 budget by \$148,964.

	FY24 Actual	FY24 Budget	Variance from Budget	FY22 Actual	Variance FY22 to FY24
Beginning net asset balance	\$3,627,669	\$3,627,669	\$0	\$3,367,723	\$259,946
Revenues	\$464,329	\$567,227	(\$102,898)	\$466,559	(\$2,230)
Expenses	\$454,226	\$706,089	(\$251,863)	\$376,739	\$77,487
NET	\$10,103	(\$138,862)	\$148,965	\$89,820	(\$79,718)
Ending net asset balance	\$3,637,772	\$3,488,807	\$148,964	\$3,457,543	\$180,228

ACRL Revenues

ACRL total Q1 revenues were \$464,329 versus a budgeted \$567,227, resulting in a variance from budget of -\$102,898 or -18%.

- As of the November 2023 performance report, personal **membership dues** of \$125,422 are \$11,096 (10%) ahead of YTD budget. Due to the way dues are reported from Accounting, dues revenue is not broken into personal and organizational memberships in performance reports. It is expected that some of this revenue includes organizational membership dues, which are budgeted at \$15,161 for Q1.
- **Web CE** revenues are 108% ahead of YTD budget due to strong performance of a few fall events, but we expect revenues to stabilize over the spring/summer.
- For **non-serials**, both print book (4100) and institutional ebook (4421) sales are strong through November, with total revenues 13%, \$ 11,042, ahead of budget.
- **Serials** revenues include overhead-exempt revenues of \$9,890 are \$ 2,390 (32%) ahead of YTD budget.
- **Licensed workshop** revenue didn't recognize \$15,750 in budgeted revenues in Q1 due to timing of events. Four workshops are scheduled for winter/spring 2024.
- For the **RBMS Conference**, \$22K of registration fees are budgeted in Q1; this revenue will be recognized when the event takes place in June 2024.
- The **Immersion program** did not realize the \$50K in budgeted revenues due to the program's pause. There is a planned refresh slated to launch in late FY24 or early FY25.
- **Classified ad revenues** are meeting the Q1 budgeted amount of \$97K.

ACRL Expenses

ACRL's Q1 performance included significant expenses saving. Actual expenses \$454,226 versus a budgeted \$706,089, resulting in \$251,862 of cost savings.

- Due to staff vacancies for the ACRL unit, there was \$78K of **salaries and benefits** savings in Q1.
- There was \$15K in savings for professional services, mainly due to timing and pause of ACRL's **consulting program**.
- For **serials** expenses, ALA Production Services is yet to invoice us for copyediting, layout, and journal hosting services in FY24, meaning those lines are showing as being better than budgeted by \$3K. These expenses will catch up once we are invoiced.
- The **Immersion program** did not realize the \$48K budgeted in expenses due to the program's pause and planned refresh slated to launch in late FY24 or early FY25.
- The **RBMS Conference** currently is showing \$38K in expense savings but this is due to timing. These expenses are expected to be recognized when the event takes place in June 2024.
- **Program allocation** has savings of \$5750 due to unspent TBD program expenses. The Board/Budget & Finance Committee will be reviewing a request at LLX to support BIPOC/Disabled Librarians' memberships; if approved, the unbudgeted expense could be applied to the TBD program expense line.

- In Q1, ACRL debited \$20K of its budgeted \$62K in **overhead** to ALA. It is expected that this will be increase due to \$17K not being applied to the new combined serials project.
- ALA units were required to cut FY24 travel expenses by 10%. For Q1, ACRL was required to cut \$2,494 in travel. For the full FY, ACRL will be required to cut \$9,975 in travel expenses.

Long-term Investment

The Q1 reports typically do not include beginning balances and ACRL expects to see the ACRL LTI beginning balance of \$5,773,259 in the Q2 reports.

FY24 actuals through November 30, 2023

ACRL Q1 Report

	FY24	FY24	FY24	FY24	FY24	FY22*	FY22*	FY22*
	Budget	Q1 Budget	Q1 Actual	\$ Variance	% Variance	Q1 Actual	\$ Variance	% Variance
Beginning Reserves								
Reserve Sept. 1: ACRL Operating	\$3,627,669	\$3,627,669	\$3,627,669	\$0	0%	\$3,367,723	\$259,946	8%
Reserve Sept. 1: ACRL LTI	\$5,773,259	\$5,773,259	\$5,773,259	\$0	0%	\$5,209,693	\$563,566	11%
Reserve Sept. 1: CHOICE Operating	\$3,078,726	\$3,078,726	\$3,078,726	\$0	0%	\$2,924,245	\$154,481	5%
Reserve Sept. 1: CHOICE LTI	\$553,388	\$553,388	\$553,388	\$0	0%	\$621,058	(\$67,670)	-11%
Total	\$13,033,042	\$13,033,042	\$13,033,042	\$0	0%	\$12,122,719	\$910,323	8%
Revenues								
Membership								
Dues	\$520,827	\$130,207	\$125,667	(\$4,540)	-3%	\$127,796	(\$2,129)	-2%
Standards, Licensing Fees	\$150	\$38	\$45	\$8	20%	\$0	\$45	N/A
Advisory	\$15,100	\$3,775	\$12,600	\$8,825	234%	\$0	\$12,600	N/A
Awards	\$0	\$0	\$0	\$0	N/A	\$1,200	(\$1,200)	-100%
Special Events	\$15,125	\$3,781	\$0	(\$3,781)	N/A	\$0	\$0	N/A
Equity, Diversity & Inclusion	\$22,000	\$5,500	\$500	(\$5,000)	N/A	\$31,000	(\$30,500)	-98%
Project Outcome & Info Lit	\$70,976	\$32,013	\$22,967	(\$9,046)	N/A	\$0	\$22,967	N/A
Subtotal	\$644,178	\$175,314	\$161,779	(\$13,535)	-8%	\$159,996	\$1,783	1%
Publications								
CHOICE	\$2,356,295	\$589,074	\$581,829	(\$7,245)	-1%	\$631,767	(\$49,938)	-8%
ACRL Serials	\$567,461	\$138,645	\$149,697	\$11,052	8%	\$197,350	(\$482,070)	-76%
C&RL News (to ACRL serials FY24)	\$0	\$0	\$300	\$300	#DIV/0!	\$0	\$300	-100%
RBM (to ACRL serials FY24)	\$0	\$0	\$105	\$105	#DIV/0!	\$0	\$105	N/A
Nonperiodical Publications	\$331,000	\$82,750	\$93,792	\$11,042	13%	\$63,024	\$30,768	49%
Library Statistics	\$223,349	\$55,837	\$40,334	(\$15,503)	-28%	\$29,936	\$10,398	35%
Subtotal	\$3,478,105	\$866,307	\$866,057	(\$250)	0%	\$922,077	(\$56,020)	-6%
Education								
Institutes & Liscensed Workshops	\$263,600	\$65,900	\$0	(\$65,900)	-100%	\$0	\$0	N/A
ACRL Conference	(\$24,000)	(\$6,000)	\$0	\$6,000	-100%	\$0	\$0	N/A
RBMS Conference	\$195,373	\$48,843	\$0	(\$48,843)	N/A	\$0	\$0	N/A
Annual Conference & LLX Programs	\$14,000	\$3,500	\$0	(\$3,500)	N/A	\$0	\$0	N/A
Web-CE	\$66,828	\$16,707	\$18,323	\$1,616	10%	\$16,254	\$2,069	13%
Subtotal	\$515,801	\$128,950	\$18,323	(\$110,628)	-86%	\$16,254	\$2,069	13%
Special Programs								
Friends of ACRL-Restricted	\$0	\$0	\$4,653	\$4,653	N/A	\$0	\$4,653	N/A
Friends of ACRL-Operating	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Unidentified Budget	\$0	(\$14,269)	\$0	\$0	N/A	\$0	\$0	N/A
Total Revenues								
Total Revenues ACRL	\$2,281,789	\$567,227	\$464,329	(\$102,898)	-18%	\$466,559	(\$2,230)	0%
Total Revenues CHOICE	\$2,356,295	\$589,074	\$581,829	(\$7,245)	N/A	\$631,767	(\$42,693)	-8%
Total Revenues ACRL & Choice	\$4,638,084	\$1,156,301	\$1,046,158	(\$110,143)	-10%	\$1,098,326	\$57,975	-5%

FY24 actuals through November 30, 2023

ACRL Q1 Report

	FY24	FY24	FY24	FY24	FY24	FY22*	FY22*	FY22*
	Budget	Q1 Budget	Q1 Actual	\$ Variance	% Variance	Q1 Actual	\$ Variance	% Variance
Expenses								
Membership								
Membership Services	\$93,502	\$21,857	\$3,438	(\$18,419)	-84%	\$3,657	(\$219)	-6%
Board	\$148,718	\$34,655	\$523	(\$34,133)	-98%	\$2,520	(\$1,997)	-79%
Advisory	\$23,729	\$5,610	\$1,865	(\$3,746)	-67%	(\$1,599)	\$3,463	-217%
Standards Distribution	\$820	\$193	\$23	(\$170)	-88%	\$0	\$23	N/A
Awards	\$16,263	\$1,712	\$0	(\$1,712)	N/A	\$0	\$0	N/A
Chapters	\$16,376	\$2,056	\$0	(\$2,056)	-100%	\$100	(\$100)	N/A
Committees	\$148,564	\$33,540	\$0	(\$33,540)	-100%	\$0	\$0	N/A
Sections	\$156,382	\$36,408	\$472	(\$35,936)	-99%	\$655	(\$183)	-28%
ACRL Serials (over revenue)	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Liaisons to Higher Ed. Organizations	\$30,008	\$7,331	\$2,165	(\$5,166)	-70%	\$10,081	(\$7,916)	-79%
Special Events	\$14,200	\$3,550	(\$1,000)	(\$4,550)	-128%	\$0	(\$1,000)	N/A
Information Literacy	\$163,806	\$39,767	\$25,430	(\$14,337)	-36%	\$2,759	\$22,671	822%
Scholarly Communications	\$66,633	\$15,452	\$23,222	\$7,770	50%	\$1,167	\$22,055	1890%
Value of Academic Libraries	\$27,828	\$6,354	\$0	(\$6,354)	N/A	\$0	\$0	N/A
Government Relations	\$25,512	\$5,940	\$0	(\$5,940)	-100%	\$1,167	(\$1,167)	-100%
Scholarships	\$40,000	\$10,000	\$0	(\$10,000)	N/A	\$2,500	(\$2,500)	N/A
Annual Conference Programs	\$27,753	\$6,850	\$0	(\$6,850)	N/A	\$0	\$0	N/A
New Roles & Changing Landscapes	\$19,652	\$4,545	\$0	(\$4,545)	-100%	\$200	(\$200)	N/A
Equity, Diversity & Inclusion	\$77,502	\$11,517	\$138	(\$11,379)	-99%	\$4,307	(\$62)	-31%
Project Outcome	\$106,240	\$25,552	\$12,784	(\$12,768)	-50%	\$14,463	(\$1,679)	-12%
Subtotal	\$1,203,486	\$272,890	\$69,059	(\$203,830)	-75%	\$41,977	\$27,082	65%
Publications								
CHOICE	\$2,329,930	\$566,612	\$498,539	(\$68,073)	-12%	\$552,624	(\$54,085)	-10%
ACRL Serials	\$476,577	\$111,763	\$32,586	(\$73,150)	-65%	\$76,601	(\$37,987)	-50%
C&RL News (to ACRL serials FY24)	\$0	\$0	\$74	\$74	N/A	\$0	\$74	N/A
RBM (to ACRL serials FY24)	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Nonperiodical Publications	\$279,321	\$66,925	\$38,614	(\$28,312)	-42%	\$3,133	\$35,481	1133%
Library Statistics	\$289,387	\$69,937	\$12,608	(\$57,329)	-82%	\$10,845	\$1,762	16%
Subtotal	\$3,375,215	\$815,237	\$582,420	(\$232,817)	-29%	\$643,203	(\$60,783)	-9%
Education								
Institutes & Liscensed Workshops	\$272,287	\$60,975	\$1,537	(\$59,439)	-97%	\$937	\$600	156%
ACRL Conference	\$148,349	\$33,799	\$5,435	(\$28,363)	-84%	\$341	\$5,094	7%
RBMS Conference & Preconferences	\$188,599	\$46,700	\$7,282	(\$39,418)	-84%	\$2,201	\$5,081	43%
Web-CE	\$77,827	\$18,147	\$4,709	(\$13,438)	-74%	\$3,405	\$1,304	261%
Subtotal	\$687,062	\$159,621	\$18,964	(\$140,658)	-88%	\$6,885	\$12,079	57%
Special Programs								
Friends of ACRL-Restricted	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Friends of ACRL-Operating	\$25,010	\$9,070	\$121	(\$8,949)	-99%	\$197	(\$76)	-39%
Subtotal	\$25,010	\$9,070	\$121	(\$8,949)	-99%	\$197	(\$76)	-39%
Unallocated Admin Expenses	(\$15,029)	\$15,882	\$282,201	\$266,319	1677%	\$237,102	\$45,100	N/A
Endowment Transfer	(\$175,000)							
Total Expenses								
Total Expenses ACRL	\$2,770,813	\$706,089	\$454,226	(\$251,863)	-36%	\$376,739	\$77,487	21%
Total Expenses CHOICE	\$2,329,930	\$566,612	\$498,539	(\$68,073)	N/A	\$552,624	(\$54,085)	N/A
Total Expenses ACRL & CHOICE	\$5,100,743	\$1,272,701	\$952,765	(\$319,936)	-25%	\$929,363	\$23,402	3%

	FY24	FY24	FY24	FY24	FY24	FY22*	FY22*	FY22*
	Budget	Q1 Budget	Q1 Actual	\$ Variance	% Variance	Q1 Actual	\$ Variance	% Variance
Nets								
Total Net ACRL	(\$489,024)	(\$138,862)	\$10,103	\$148,965	107%	\$89,820	(\$79,718)	322%
Total Net Choice	\$26,365	\$22,462	\$83,290	\$60,828	N/A	\$79,143	\$4,147	5%
Membership Net	(\$559,308)	(\$97,576)	\$92,719	\$190,295	195%	\$118,019	(\$25,299)	-21%
Publications Net (without Choice)	\$76,525	\$28,607	\$232,933	\$204,326	714%	\$831,498	(\$598,565)	-72%
Education Net	(\$171,261)	(\$30,671)	(\$641)	\$30,030	98%	\$9,369	(\$10,010)	544%
Operating Transfers								
ACRL	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Choice	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
LTI Transfers, Gains, Losses								
ACRL LTI				\$0	N/A	\$15,506	(\$15,506)	-100%
Choice LTI				\$0	N/A	\$1,264	(\$1,264)	-100%
Ending Reserves								
ACRL Mandated Operating Reserve	\$670,892	\$670,892	\$670,892	\$0	0%	\$841,982	(\$171,090)	-20%
Reserve Aug 31: ACRL Operating	\$3,138,645	\$3,488,807	\$3,637,772	\$148,965	4%	\$3,457,543	\$180,228	5%
Reserve Aug 31: ACRL LTI	\$5,773,259	\$5,773,259	\$5,773,259	\$0	0%	\$5,225,199	\$548,060	10%
Reserve Aug 31: CHOICE Operating	\$3,105,091	\$3,101,188	\$3,162,016	\$60,828	2%	\$3,003,388	\$158,628	5%
Reserve Aug 31: CHOICE LTI	\$553,388	\$553,388	\$553,388	\$0	0%	\$622,322	(\$68,934)	-11%
Total	\$12,570,383	\$12,916,642	\$13,126,434	\$209,793	2%	\$13,150,434	(\$24,000)	0%
* = To compare non-conference years, column G shows FY22 actuals (Nov) for ACRL. Column G includes FY23 actuals (Nov) for Choice.								

Choice Performance Comments

FY24 Q1 close, November 2024

Choice ended the first quarter of FY24 with a net operating income of \$83,289 on revenues of \$581,829 and expenses of \$498,540.

Nov-23							
404 UNIT REVENUES							
Source	Budget YTD	Actual YTD	Var	% Budget	Prior Year	Var	% Prior
Subscriptions	236,820	247,471	10,651	4.50%	307,579	(60,108)	-19.54%
Advertising/Sponsored Content	219,591	226,354	6,763	3.08%	187,872	38,482	20.48%
Royalties	119,164	99,768	(19,396)	-16.28%	125,519	(25,751)	-20.52%
Other \$	13,500	8,236	(5,264)	-38.99%	1,128	7,108	630.14%
Total Revenue	589,075	581,829	(7,246)	-1.23%	622,098	(40,269)	-6.47%
Total Expenses	566,611	498,540	68,071	12.01%	552,623	54,083	9.79%
NET REVENUE	22,464	83,289	60,825	-270.77%	69,475	13,814	19.88%

SUBSCRIPTIONS

Our subscription business for all products (Choice Reviews, *Choice* magazine, Choice Reviews on Cards, and Resources for College Libraries (RCL) is on or close to budget. Choice is running about 6% better than budget, while RCL is 6% behind budget. Last year, we had some concerns about RCL subscriptions falling behind and we have instituted a quarterly meeting with Clarivate to talk about how to promote this product in FY24.

ROYALTIES

Licensing (royalty) income for Choice is on budget. This is a stable income for us bound by contracts with various library vendors.

ADVERTISING AND SPONSORED CONTENT

Choice advertising is \$59,043 better than budget in Q1. Some of this is webinars that were moved from FY23 into FY24. *Choice* magazine and Choice reviews are behind budget by a total of \$9,000 (an average of 32% per product), while Choice360.org is \$25,015 ahead of budget (75%).

EXPENSES

Choice's expenses finished Q1 \$57,080 better than budget. Payroll, Outside Services, and Operating expenses were better than budget, while Travel, Meeting and Conferences, and Publication-related expenses were slightly over budget. Choice continues a program of austerity, watching every penny. We do have some upcoming repairs to the HVAC unit at the Choice building (about \$7,000 in repairs) and potential major repairs to the Choice Reviews and ChoiceConnect digital infrastructure.



FY2025 Budget Assumptions

ACRL develops budget assumptions annually to guide staff in preparing annual project budgets. ACRL's budget is mission-driven and, except for intentional spenddown years, 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 discussed the draft assumptions on November 13, 2023, and approved to recommend to the ACRL Board of Directors the FY25 budget assumptions for ACRL and Choice, with the revision to reduce the 2025 ACRL Conference paid registration from 5% to 2.5%. The ACRL Board discussed these assumptions during their December 1, 2023 Board Update virtual meeting, and will take action as an asynchronous virtual vote following the December 1 meeting. Pending approval, ACRL staff will prepare the preliminary FY25 budget for review by the ACRL Budget and Finance Committee at their 2024 LibLearnX virtual meetings. An updated preliminary budget will be presented for both the ACRL Board and Budget & Finance Committee at the 2024 ALA Annual Conference, and it is expected that final action on the FY25 budget will occur by September 2024.

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

As ACRL begins to prepare its FY25 budget, the economic outlook continues to be 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. The economy began to rebound from this initial shock in late 2020, but recovery has been slow. Global GDP growth is projected by the International Monetary Fund at, "3.0 percent in (October) 2023 and 2.9 percent in 2024, well below the historical (2000–19) average of 3.8

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>.

percent.”² Inflation is also a concerning factor. US inflation peaked in June 2022 at 9.1%³ and, “Inflation is expected to drop to an annual average of 6.9% in 2023 from 8.7% in 2022, and to 5.8% in 2024.”⁴

Like the economy, higher education is still feeling the effects in the post-COVID-19 environment. To fully understand higher education’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 2008-09.⁵ *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.”⁶ 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.”⁷

It should be noted that, unlike after previous economic downturns, state spending on higher education did not bounce back after the 2008 recession.”⁸ State support for higher education per full-time equivalent student did not fully rebound after the early 2000s dotcom and 2008 recessions. When adjusted for inflation, state support per full-time student peaked at \$7,518 in 2000 and again at \$6,939 in 2008; since 2008, state support per student increased steadily yet slowly to \$6,671 in 2021.”⁹

² International Monetary Fund. “Navigating Global Divergences.” October 2023.

<https://www.imf.org/en/Publications/WEO/Issues/2023/10/10/world-economic-outlook-october-2023>.

³ Greg Iacurci, “Here’s the inflation breakdown for September 2023 — in one chart,” *CNBC*, October 12, 2023, <https://www.cnbc.com/2023/10/12/heres-the-inflation-breakdown-for-september-2023-in-one-chart.html>

⁴ Andrea Shalal, “IMF says global economy ‘limping along’, cuts growth forecast for China, euro zone,” *Reuters*, October 10, 2023, <https://www.reuters.com/markets/imf-says-global-economy-limping-along-cuts-growth-forecast-china-euro-area-2023-10-10/>

⁵ 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.

⁶ 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.

⁷ 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.

⁸ 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/>.

⁹ National Center for Science and Engineering Statistics (NCSES). “State Support for Higher Education per Full-Time Equivalent Student,” <https://nces.nsf.gov/indicators/states/indicator/state-support-for-higher-education-per-fte-student>. Accessed November 7, 2023.

Total enrollments in degree-granting postsecondary institutions peaked in 2010 with 21,019,438 enrollees and have declined 11% since then. The most recent data is for 2021 with 18,659,851 enrollees.¹⁰

Economic climate and academic libraries

Since 2007 and due to the 2008 recession, 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 personal members. According to the most recent NCES data, 32 postsecondary institutions closed in 2021, 53 in 2020, 236 in 2019, 86 in 2018, 112 in 2017.¹¹ The pool of potential academic librarians as evidenced by MLIS degrees awarded peaked in 2012 at 7,443; since the peak, enrollments steadily declined to 4,843 in 2017 and, excluding 2020, saw enrollment increase to the most recent number of 5,473 in 2021.¹² The Bureau of Labor Statistics projects that Librarians and Library Media Specialists job outlook will be 3% (as fast as average).¹³

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 one third 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.¹⁴

Fewer financial resources may have contributed to the consolidation of vendors in the library marketplace.^{15, 16} 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

¹⁰ National Center for Science and Engineering Statistics (NCSES). "Total fall enrollment in degree-granting postsecondary institutions," https://nces.ed.gov/programs/digest/d22/tables/dt22_303.10.asp. Accessed November 7, 2023.

¹¹ 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.

¹² U. S. Department of Education: National Center for Education Statistics, "Master's degrees conferred by postsecondary institutions, by field of study," Accessed November 7, 2023. https://nces.ed.gov/programs/digest/d21/tables/dt21_323.10.asp.

¹³ BLS Handbook. "Librarians and Library Media Specialists." <https://www.bls.gov/ooh/education-training-and-library/librarians.htm>, accessed November 7, 2023.

¹⁴ 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>

¹⁵ 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/>

¹⁶ 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/>

dominating scholarly publishing and inflation grinding down library budgets continues,"¹⁷ tighter library budgets could mean less funding for staff development (e.g., association membership, continuing education) or sponsorship of library association programs.

It is anticipated that the impact of the pandemic, along with the pre-pandemic trend of consolidation in the marketplace, will affect ACRL's FY25 budgeted revenue expectations. We expect that library budgets and individual spending will continue to be reduced and thoughtfully considered. The FY25 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 \$3,677,096 (FY23 preliminary closing balance).

The ALA Operating Agreement and its financial implications are still under negotiation and key components, such as the overhead rate, are expected to change. The ACRL Board and ALA Executive Director will keep membership apprised of the impact on divisions. The expertise of the ACRL Board, ACRL Budget & Finance Committee, and ACRL member leaders will be relied on to help shape the future of the organization, how it operates, and how to best serve members and the profession.

The ACRL Board and Budget & Finance Committee will need to continue to take a much harder look at any proposed new expenditures, as ACRL would need increased and/or new revenue streams (e.g., more members joining, increasing book sales, or projected growth for conference and professional development registrations, grants, etc.) to support potential requests for increased or new programs and services.

Per ALA instructions, ACRL will again not make transfer from its operating to the ACRL long-term investment fund. Typically, 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 to operating for 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

¹⁷ 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

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, and \$231,708 was transferred from the endowment. 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 divisions' autonomy related to using endowment interest for the FY23 budget. There was no mandate for FY24 and \$175,000 was budgeted from the LTI. In FY25, \$125,000 will be budgeted from the LTI in the preliminary budget.

Choice FY25 Budget Assumptions

Business Environment

- Paid subscriptions for *Choice Reviews* have stabilized while *Choice* magazine subscriptions are declining.
- Advertisers are asking for different kinds of advertising vehicles: sponsored content rather than print ads.
- We have a strong lead generation program and a list of over 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 and timely content. We now have two content channels: Toward Inclusive Excellence (TIE), which focuses on issues of diversity, equity, and inclusion (DEI) in academe; and LibTech Insights (LTI), which gives actionable advice on the impact of emerging technologies in academic libraries. This content is available on Choice360 and is supported by corporate underwriting. Our audience is 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 (TIE).
- In FY23 we launched our library technology content vertical, LibTech Insights (LTI).
- 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).

Revenue

Choice magazine and Reviews on Cards: In FY23, *Choice* magazine saw a 5% decline in subscriptions, but no decline in revenue due to a price increase. During the pandemic years (FY20-FY22), *Choice* magazine subscriptions fell by up to 19% year over year. While we will not recover those lost subscribers, we may be entering a period of stabilization. We will raise subscription rates in FY25 to keep up the increase in the price of paper and postage.

Choice Reviews: *Choice Reviews* subscriptions rose 2% in FY23, and we hope that the rapid decrease in subscriptions suffered during the pandemic years (a rate of 11% year over year) has stabilized. We will raise prices for this product in FY25.

Choice reviews licenses: We do not expect any major changes in our licensing revenue.

Resources for College Libraries: FY25 will be the third year of the three-year contract we signed in January 2022. In addition to the usual subscription profit sharing, this contract allows for \$95,000 in operational reimbursement. This is a 7% increase from our previous contract.

Choice/ACRL webinars: FY23 was post-pandemic adjustment year for our webinar program, and we faced competition from in-person events for advertising spending. The webinar program has started FY24 off in a much better position and we expect FY25 to also be a strong year.

Content marketing: Our content marketing program remains steady as advertisers look for new ways to communicate with their audience.

Choice360: FY24 is an important year for growing a new advertising base for our LibTech Insights (LTI) content vertical. FY24 is also an important year for reimagining the revenue model for Toward Inclusive Excellence (TIE). The expectation is that in FY25 both these content verticals will be generating a small profit.

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 3% 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.
 - a. In August 2022, the ALA Executive Board approved the following actions:

1. 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. Former ACRL Executive Director Jay Malone served on this group. As of June 2023, this group is not active, but ACRL Interim Executive Director Allison Payne will keep the ACRL Board/B&F Committee apprised if this working group resumes.
2. 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 and former ACRL Executive Director Jay Malone served on this task force. With the departure of Jay, ACRL Interim Executive Director Allison Payne and Choice Editor and Publisher Rahcel Hendrick were added to the task force.
3. In October 2023, the ALA Executive Board acted to, "Dissolve the Operating Agreement Implementation Work Group and to charge the ALA Treasurer and the ALA CFO, in consultation with member and staff leadership across the divisions, round tables, and other revenue generating units, to bring final recommendations to the Executive Board related to financial aspects of the operating agreement to the Board's October 2024 meeting."
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. Revenues and expenses for the ACRL Conference will be recognized in the year the event takes place, except for expenses that are non-material (i.e., less than \$5K) and monthly payments.

Given that FY25 is a conference year, ACRL should expect to generate a positive year-end net that is enough to balance FY24's budgeted deficit of -\$527,383.

Revenues

- + Primary sources of revenue will be education (e-learning, institutes, 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 FY25).
- + 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).
- + If needed, an estimated \$125,000 in income from the ACRL long-term investments will be recognized in the budget (final amount will be derived in consultation with ALA Finance staff to ensure that will be the eligible expected earnings) (project 0000; formerly project 3200).
 - Note: 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. Currently, no mandate has been made and it is not expected for FY25.

Expenses:

- Since FY21, travel and meetings expenses have been carefully monitored (all projects) and reduced if needed to support a healthy overall ALA budget. With the return to normal, travel and meeting expenses may be included in the FY25 budget.
 - Note: 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."
- All current staff positions will be included in the budget. Some funds will be budgeted for 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)
- \$40,080 will be budgeted for monthly web maintenance and improvement costs for the ACRL Project Outcome toolkit. This includes \$340/month for SDI server hosting and \$3,000/month for Community Attributes to troubleshoot ad hoc issues. (Project 3202)

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.

Revenues

- + \$65,000 in revenue will be budgeted for sales of the Threshold Achievement Test for Information Literacy (TATIL) (Project 3711).

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 FY25 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 the 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 \$12,950 is budgeted to pay the following:
 - \$7,950 for SPARC dues;
 - \$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).

Equity, Diversity and Inclusion

Goal: Academic and research libraries will practice cultural humility, promote community accountability, and be unwavering in their ongoing, iterative commitment to remedy systemic inequalities in their contexts.

Objectives:

1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

Revenues

- + \$7,500 in revenues from the ACRL Diversity Alliance will be budgeted. Based off of historical actuals and reduced in anticipation of pending and approved anti-EDI state legislation. (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. (Project 3838).
- Bulk of expenses paid for subsidized RoadShows to HBCU, tribal colleges, and other minority-serving institutions. 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 revenue will be budgeted by first looking at the August 2023 membership data, then adjusted for an expected 5.61% decrease in personal membership and an expected 1.52% decrease in organizational membership for 2024. Membership revenue for 2025 will be calculated based on an expected 1% decrease in personal membership and an expected 2% increase in organizational membership, based on recent membership data and trends. A third of

the total membership revenue from a calendar year is deferred to the following fiscal year. For example, September through December 2024 are part of the FY25 fiscal year.

- + ACRL may increase dues slightly in FY25 (if the Board implements an increase based on a possible change to the HEPI index). The initial personal membership dues rate included in the FY25 budget will be based on the most recent quarterly 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. (Project 3200)
- 5350: ACRL will budget \$3,000 to sponsor three ALA Emerging Leaders. Funds for as yet unidentified strategic initiatives will be budgeted. Funds for a membership booth at ALA Annual (\$5,000 in FY24) will be removed as a cost saving measure. Promotion of ACRL activities at ALA conferences will be done through the ALA Lounge space going forward as there is no cost to send materials to that space. (Project 3200)
- 5302: Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000 (Project 3200)
- 5430: Will include \$5,000 for digital membership campaigns through Feathr. This has been paid out of 3200 without being budgeted the last couple of cycles. (Project 3200)
- 5904: Transfers to/from the endowment will be done in project 0000 moving forward per ALA. (Project 0000; formerly Project 3200)

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. (Project 3201).
- Approximately \$65,000 will be budgeted for a 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 is on hiatus pending new staff. If staff is added by or for FY25, consulting will continue to recover costs and yield a modest net. (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

- If the awards program is resumed, 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 not receive funding from ACRL per February 2023 Board action. (Project 3207)
- Funds will not be budgeted to support the ACRL Chapter Speakers Bureau program per June 2023 Board action. (Project 3207)

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

- Based on historical actuals, ACRL will budget to support ten section special events at ALA Annual Conference. (Project 3275)

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 supported by ACRL and budgeted as follows (Project 3838):
 - ACRL 2025 Conference @ \$50,000, divided among in-person and virtual attendees and in addition to Friends fund donations supporting conference scholarships
 - 8 Spectrum Scholar Travel Grants for the ACRL 2025 Conference, equal to the amount of the library school student conference scholarships (4 competitive, 4 dedicated to the 2 ACRL-sponsored Spectrum Scholars for the Conference year and the 2 from the previous off-Conference year)
 - RBMS 2025 Conference scholarships @ \$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)

Enabling programs and services: Publications

Non-periodical publications

Revenues

- + In FY25, non-periodical publications will recover costs and net 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 FY25. (Project 3400)

Expenses

- Expenses continue to be budgeted higher each year 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

- + Revenue from Benchmark subscription sales is projected to be \$125,000 in FY25.

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 FY25. (Project 3202)
- \$77,566 will be budgeted for operational expenses for Benchmark, which includes Web hosting \$825/month, Omeda subscription fulfillment \$3,162, Survey Monkey \$3,879, Proximo support \$1250/month and \$45,625 in planned improvements.

Standards and guidelines (Project 3204)

Revenues

- + Sales of print standards fell off to zero during the pandemic. Anticipate very negligible sales to continue in FY25 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

- Budgeting a small amount for printing in case revised versions of the Framework for Information Literacy and Standards for Libraries in Higher Education are approved by the Board during the fiscal year. Will print these in smaller batches than in the past due to the trend of slower sales. If revised versions aren't approved, current inventory will suffice based on sales for the past several years.

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.

Revenues

- + Product advertising: Revenue from product advertising on which we pay overhead (including sponsorships of ACRL Update e-newsletter, Keeping Up With newsletter, ACRL Delivers eblasts, and RBM online banner/ etoc/print ads) should stay at, or close to, FY24 budget levels. *(Project 3300)*
- + Overhead Exempt Revenue: Revenue from advertising on which we don't pay overhead is projected to stay at, or close to, FY24 budget levels. *(Project 3300)*
- + Job ad revenues will be budgeted similarly to FY24. Following the sharp downturn during the first year of the pandemic, ALA JobLIST recovered to record-setting levels in FY22 and FY23, but sales in late FY23 and early FY24 settled to more historically "good but not exceptional" levels. ALA JobLIST maintains high awareness in the LIS niche and is a uniquely powerful recruitment tool for the profession. Exploration of ways ALA and ACRL might partner with related associations using the same job board platform provider is underway and could further enhance ALA JobLIST's reach, but the effect on revenue is uncertain. Such partnerships will require determining how to reconcile JobLIST's strict enforcement of policies supporting ALA's mission and values with the typically less restrictive practices of other associations' job boards. Political backlash against ALA in some regions also seems likely to affect use of the service by some employers. 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 FY25 over FY23 and FY24. Small annual subscription price increases have been implemented which will partially offset smaller number of subscribers. *(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 AC. *(Project 3300)*.
- \$18,000 will be budgeted for ALA JobLIST's ongoing operating expenses, a monthly fee to the platform provider. The contract with the job board platform provider is up for renewal in December 2024 but no significant changes or increases in costs are expected. *(Project 3300)*.
- Online hosting and production expenses are anticipated to remain steady at FY23 actual/ FY24 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 FY24 levels. *(Project 3300)*

CHOICE

CHOICE Revenue

- + *Choice Reviews* subscription revenue will remain stable.
- + *Choice* magazine subscription revenue will fall by 5%
- + 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 will increase by 5%, with declining magazine advertising offsetting gains in sponsored content and new content verticals:
- + Royalties from licensing of Choice reviews will remain at current levels.

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 will rise approximately 3%.
- Expenses will rise 1-2%.
- Choice expects to submit a balanced budget for FY25.

Enabling programs and services: Education

ACRL 2025 Conference (Project 3808)

Revenues

- + All revenues pertaining to ACRL 2025 will be recognized in April 2025 after the conference is held.
- + FY25 is an ACRL Conference year so total ACRL revenues will be approximately more than 1.5 million dollars more than FY22 total revenues.
- + ACRL 2025 is being planned as a hybrid conference with approximately 60-70% of attendees attending in-person and approximately 30-40% participating remotely. We anticipate the total number of paid registrants around 3,015, which is a 2.5% increase from ACRL 2023.
- + We will set the F2F and virtual-only registration fees in order to cover expenses and to have a budget with a projected net revenue similar to the FY23 net.
- + ACRL 2025 exhibitor revenues will be budgeted around the same level as 2023. We have dropped between booths per conference since 2013, with a significant decrease of 103 booths from 2019 to 2023 (224 booths actual in 2023, 327 booths actual 2019, 375 booths actual 2017, 386 booths actual 2015, 398 actual 2013).

- + ACRL 2025 sponsorship revenues will be budgeted around \$250,000. We expect fundraising to be challenging due to tight budgets and ongoing company mergers.
- + Because conference revenues have consistently met or exceeded budget for at least the last ten conferences, 100% of revenues will be recognized.

Expenses

- Staff are taking active steps to find cost-savings and reduce expenses when possible.
- Per ALA financial policy, FY24 deferred expenses will be recognized in FY25.
- The ACRL 2025 conference budget will include a modest amount of funds for “innovation” and/or new programs/services/accessibility which will enhance the conference experience.
- Scholarships will be budgeted as a “contra-expense” transfer from ACRL’s scholarship project and/or Friends Fund rather than shown as revenue.

RBMS Conference (Project 3800)

Revenues

- + The RBMS 65th Annual Conference will be held in FY25. Revenues and expenses for this program will be set to have a modest net. Registration rates will include in-person and virtual options. (Project 3800)

Expenses

- RBMS 2025 site has been selected by the RBMS Conference Development Committee. The event will be held at Yale University in New Haven, CT. Specific venues have yet to be determined and expenses will be estimated accordingly.

Online learning (Project 3340)

Revenues

- + E-learning webcasts and courses will be developed and offered in FY25. We anticipate total revenues will be even with previous actuals (Project 3340),
- + ACRL and CHOICE will split revenues and expenses (15/85%) for the ACRL/CHOICE sponsored webinars and will budget approximately 30 of them in 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 previous years. Six 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. 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 10-12 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. Since ACRL hired new presenters in FY23, ACRL will budget for 2-4 new presenters to shadow one workshop each in FY25.
- \$15,000 to support curriculum development of new workshops and curriculum refreshes of existing workshops, up from a reduced \$7,500 in FY23 and FY24 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, 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)

Government Relations

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 private training webinars, estimated at \$2,000.
- + Publication of new book Assessment and Advocacy: Using Project Outcome for Academic Libraries is due in early FY25 and expected to generate revenue and a small surplus net for Project Outcome.
- + Revenue for new options (e.g. training kits, external partnerships, toolkit "resale")

Expenses

- \$60,550 will be budgeted for monthly web maintenance and improvement costs for the ACRL Project Outcome toolkit. This includes \$250/month for Amazon Web Services, and \$437.50/month for SDI. 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 FY23 level.
- \$2,500 will be budgeted for temporary staff as needed. (Project 0000)
- Existing staff benefits will be budgeted as directed by ALA Finance. (Project 0000)
- Costs to provide professional development opportunities for staff will be budgeted.

Expenses—CHOICE

- See *Choice* expenses.

ALA Relationship

Overhead—ACRL

- ACRL’s general overhead payment to ALA will be budgeted at FY23 levels as policy requires, currently estimated at about \$577,362 (FY23 preliminary actual).

Overhead—CHOICE

- CHOICE’s general overhead payment to ALA will be budgeted at approximately \$311,944 (FY24 budget) in FY25.



To: ACRL Budget and Finance Committee, ACRL Board of Directors
 From: Allison Payne, ACRL Interim Executive Director
 Date: January 23, 2024
 Re: Overview of ACRL Preliminary FY25 Budget

Executive Summary

ACRL	FY25	FY23	FY23	FY23	FY21	FY21	FY21
	Budget	Actual	\$ Variance	% Variance	Actual	\$ Variance	% Variance
Revenues	\$4,313,990	\$4,094,241	\$219,749	5%	\$3,229,958	\$1,084,032	34%
Expenses	\$4,505,895	\$3,685,106	\$820,789	22%	\$2,443,625	\$2,062,270	84%
NET	(\$191,905)	\$409,135	(\$601,040)	-147%	\$786,332	(\$978,238)	-124%
Ending balance	\$2,061,246	\$3,627,669	(\$191,905)	-9%	\$3,367,722	(\$1,306,476)	-39%
Mandated Reserve	\$698,567	\$990,533	(\$291,966)	-29%	\$1,028,604	(\$330,037)	-32%

Only odd fiscal years shown to reflect ACRL conference years for even comparison.

ACRL Preliminary FY25 Budget Overview

Prior to the pandemic, the ACRL Board of Directors and Budget & Finance Committee typically reviewed the division's preliminary budget in January and took action at the ALA Annual Conference. In recent years, to allow time for the prior year's performance to be taken into consideration, the Board and B&F Committee have moved to reviewing the preliminary budget in January and June, then taking final action in late summer.

The ALA Executive Board typically takes action on the full ALA budget in early fall. At LibLearnX 2024, the ALA Executive Board approved the [FY25 Budget Objectives & Programmatic Priorities](#) for all of ALA. These priorities include neutral revenue/expense budget; monitor new revenue sources; rebuild membership base; continued focus on financial stability and growth; and implementation and assessment of budget metrics. Of these priorities, newly added for FY25 is implementation and assessment of budget metrics. This signals a shift to a more collaborative budgeting process between divisions and ALA Finance & Accounting. Another change for FY25, per the ALA Bylaws revised in April 2023, is that annual income estimates are no longer submitted for approval to ALA

Council. Per the newly approved ALA Bylaws, the ALA Executive Board now approves the annual estimates of income. While ACRL and each of ALA's eight divisions have representation on ALA Council, there is no ACRL division representative on the ALA Executive Board.

The preliminary FY25 budget (12.1) was developed by staff based on the FY25 budget assumptions (Doc 11.0). The FY25 assumptions were reviewed and approved by the ACRL Budget & Finance Committee on November 13, 2023, and the B&F Committee will review the preliminary FY25 budget during LLX24. The ACRL Board reviewed the FY25 assumptions at their December 1, 2023, Board Update Meeting and, in December 2023, the ACRL Board approved the ACRL Budget & Finance Committee's recommendation to approve ACRL's and Choice's FY25 budget assumptions, with the amendment to reflect a 2.5% increase in ACRL 2025 conference registration (down from the originally projected 5% increase). As the budget based on the approved assumptions includes a negative net, it is expected that ACRL will be asked to improve the net for future iterations. During Annual 2024, the Board and B&F Committee should expect to hold strategic conversations to prioritize programs and initiatives and help identify areas for revenue growth.

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 due to the ACRL Conference that takes place in odd years. FY25 will be the first ACRL Conference where full accrual accounting will be in place. Previously, modified accrual accounting was used, where revenues were deferred, and expenses were recognized in the fiscal year they took place. For ACRL 2025, revenues and expenses will be recognized in the year the event takes place, except for expenses that are non-material (i.e., less than \$5K) and monthly payments. This method ensures that revenues are on hand for refunds should the conference not take place.

The two-year cycle also needs to be kept in mind when considering ALA's budget objective for a neutral net. As ALA becomes more financially stable, its budget objectives were updated from a positive net for FY24 to a neutral net for FY25. For ACRL's two-year budget, the division will need to work closely with ALA Finance and Accounting to understand how a neutral net will be applied and to monitor performance. If using FY24 as a metric for developing FY25, ACRL would need to have timely performance reports so that a FY25 budget based on FY24 actuals could be approved by late summer 2024.

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 division 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.

Another way budget approval and financial monitoring have become a more collaborative effort is that, for FY23, ALA mandated a 5% Long Term Investment (LTI—endowed funds for divisions and other units that are held by ALA) draw to offset short-term cash shortfalls for all of ALA. While the FY23 LTI mandate had a planned draw of \$218,047, the actual amount debited from ACRL's LTI was \$231,708. As the LTI mandate was a departure from budget autonomy, the ACRL and PLA Boards submitted a joint letter with their feedback to the ALA Executive Board. The FY25 budget assumptions for ALA do not include an LTI mandate but do include a \$200K transfer from the LTI interest. 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 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 LTI interest as a revenue stream. Over the last few years, ACRL put LTI funds to work investing in programs such as a research agenda on the value of academic libraries, services and 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: \$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 approved the Budget and Finance Committee's recommendation for a deficit budget from FY18 through FY22. In FY23, ACRL presented its first net positive budget since FY18, with a net of \$88,693. At the end of FY23, ACRL's net asset balance was \$3,627,669 (August 2023 final close).

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 approaches 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 cycle.

IACRL is highly dependent on revenue from its professional development programs, especially its biennial conference. To offset dependency on a single revenue area, ACRL must continue to seek 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 identifying 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.

Included in the FY25 budget is a return to ACRL's multi-day Strategic Planning and Orientation Session (SPOS). While there have been some virtual and one-day meetings to help guide the association and identify short-term priorities, the Board has not held a strategic planning meeting since fall 2019. Prior to the pandemic and ALA's short-term financial difficulties, the ACRL Board met annually with senior ACRL staff and goal-area leaders to review environmental scanning of the profession and association, review and update ACRL's strategic plan, and identify where ACRL should focus its strategic and programmatic priorities. Some outcomes of past SPOS meetings have included the addition of ACRL's Core Commitment to Equity, Diversity and Inclusion; adding New Roles and Changing Landscapes as a goal area; and expanding the Core Commitment to include EDI as ACRL's fifth goal area. The agenda for a fall 2024 SPOS is still in development, but the goal is to identify potential new strategic areas and strategies to ensure ACRL's programmatic and financial sustainability in a post-pandemic environment.

Programs and Services

The FY25 budget provides support for many initiatives, including:

- More than \$200K for ACRL's data products (Project Outcome, Benchmark), which supports ACRL's Value of Academic Libraries goal area;
- More than \$98K to support TATIL maintenance, redevelopment and purchase (depreciation through FY28) and the ACRL Framework for Information Literacy Sandbox, which supports ACRL's student learning goal area;
- More than \$18K is budgeted to support ACRL's new roles and changing landscape initiative.
- \$90K is budgeted for scholarships, which includes support for the ACRL Conference, 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 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 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 minority-serving institutions, and providing programming on EDI, including at the biennial ACRL Conference.

The FY25 budget includes the following support for EDI:

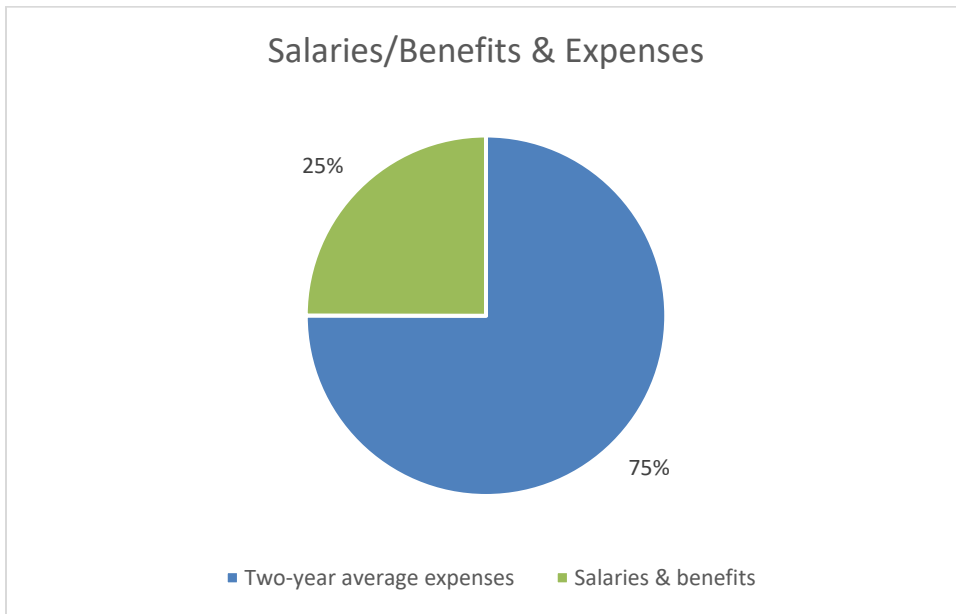
- Over \$60K to support ACRL's Core Commitment to Equity, Diversity and Inclusion, which includes support for the ACRL Diversity Alliance; organizational membership to the National Association of Librarians of Color (NALCo); subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions; and TBD goal-area initiatives;
- \$14K for two ALA Spectrum Scholars;
- \$90K for scholarships (While the FY25 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 salaries and benefits are budgeted to individual projects, the following chart shows ACRL's total salaries and benefits when compared to total expenses for FY25. Per ALA's preliminary FY25 budget assumptions, the FY25 budget includes a 3% increase for staff.



	A	B	C	D	E	F	G	H	I	J
1		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
2		Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
51	Expenses									
52										
53	Membership									
54	Membership Services*	\$157,152	\$200,336	\$49,671	(\$30,473)	\$70,174	(\$14,040)	(\$142,067)	(\$79,153)	(\$96,875)
55	Exec. Ctte. & Board	\$190,578	\$212,181	\$232,282	\$190,825	\$75,044	\$176,922	\$193,351	\$153,687	\$189,312
56	Advisory	\$111,170	\$100,632	\$60,706	\$96,548	\$51,954	\$60,958	\$73,993	\$50,097	\$60,831
57	Standards Distribution	\$10,190	\$15,293	\$8,592	\$1,053	\$348	\$10,593	\$813	\$843	\$550
58	Awards	\$38,163	\$47,571	\$48,676	\$41,038	\$37,628	\$32,446	\$8,033	\$16,967	\$16,983
59	Chapters	\$10,417	\$27,541	\$18,636	\$17,287	\$9,357	\$22,272	\$19,457	\$17,092	\$25,600
60	Committees	\$109,318	\$153,752	\$134,130	\$137,392	\$98,431	\$135,661	\$131,125	\$154,944	\$137,766
61	Sections	\$94,308	\$128,865	\$117,292	\$130,178	\$87,430	\$144,470	\$137,822	\$160,996	\$144,497
62	C&RL Over Revenue	\$44,455	\$38,594	\$32,209	\$35,603	\$0	\$31,353	\$38,784	(\$79,144)	(\$72,475)
63	C&RL News Over Revenue	\$0	\$0	\$0	\$47,606	\$0	(\$21,768)	(\$159,392)	\$0	\$0
64	Liaisons to Higher Ed. Organizations	\$51,730	\$43,951	\$41,205	\$25,803	\$16,621	\$33,461	\$34,671	\$30,343	\$35,350
65	Special Events	\$32,306	\$36,513	\$40,849	\$12,107	\$100	\$22,186	\$14,200	\$14,200	\$14,200
66	Information Literacy	\$51,071	\$37,333	\$44,503	\$10,493	\$21,927	\$46,856	\$76,556	\$166,104	\$132,896
67	Scholarly Communications	\$71,476	\$119,856	\$155,076	\$87,024	\$23,924	\$85,217	\$65,769	\$68,978	\$69,995
68	Value of Academic Libraries	\$110,646	\$118,069	\$57,851	\$31,246	\$1,882	\$45,040	\$27,509	\$28,996	\$12,039
69	Government Relations	\$36,459	\$56,668	\$42,629	\$35,495	\$17,037	\$44,369	\$21,280	\$26,360	\$14,492
70	Scholarships	\$81,270	\$40,845	\$82,580	\$2,500	\$0	\$37,000	\$74,500	\$40,000	\$90,000
71	Annual Conference Programs	\$43,920	\$35,012	\$41,123	\$26,389	\$6,105	\$37,589	\$27,706	\$27,922	\$27,925
72	New Roles & Changing Landscapes	\$0	\$13,896	\$7,236	\$16,532	\$15,611	\$24,204	\$20,451	\$20,374	\$18,390
73	Diversity Alliance	\$16,429	\$32,770	\$42,920	\$15,152	\$27,019	\$45,754	\$67,343	\$79,490	\$62,554
74	Project Outcome	\$0	\$49,690	\$247,565	\$194,456	\$77,764	\$97,865	\$91,497	\$108,501	\$113,072
75	Subtotal	\$1,261,058	\$1,509,368	\$1,505,733	\$1,124,254	\$638,359	\$1,098,408	\$823,401	\$1,007,597	\$997,102
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	\$2,284,762
79	C&RL	\$21,142	\$14,758	\$16,054	\$18,981	\$46,712	\$19,325	\$20,325	\$567,461	\$559,493
80	C&RL News	\$429,039	\$487,139	\$550,606	\$464,730	\$411,652	\$460,437	\$537,725	\$0	\$0
81	RBM	\$32,744	\$21,400	\$19,622	\$22,066	\$18,017	\$21,583	\$20,911	\$30	\$0
82	Nonperiodical Publications	\$256,695	\$330,329	\$223,970	\$262,137	\$255,133	\$245,600	\$250,779	\$284,964	\$285,074
83	Library Statistics	\$82,569	\$70,310	\$147,932	\$59,202	\$126,401	\$180,786	\$321,298	\$268,483	\$244,227
84	Subtotal	\$3,877,448	\$3,869,220	\$3,657,038	\$3,247,570	\$2,848,545	\$3,385,354	\$3,435,800	\$3,405,700	\$3,373,556
85										
86	Education									
87	Institutes & Liscensed Workshops	\$279,929	\$367,138	\$293,394	\$92,101	\$43,321	\$285,425	\$269,972	\$275,180	\$275,242
88	ACRL Conference	\$2,166,094	\$238,096	\$2,093,753	\$155,844	\$737,177	\$290,106	\$1,817,397	\$154,732	\$1,881,163
89	Preconferences & RBMS Conference	\$179,508	\$243,900	\$203,473	\$53,364	\$94,223	\$227,434	\$189,337	\$191,132	\$170,920
90	Web-CE	\$51,415	\$76,078	\$49,631	\$59,841	\$57,671	\$72,070	\$43,922	\$80,190	\$73,441
91	Subtotal	\$2,676,945	\$925,212	\$2,640,251	\$361,149	\$932,392	\$875,035	\$2,320,628	\$701,234	\$2,400,766
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	\$60,000
95	Friends of ACRL-Operating	\$60,245	\$65,357	\$129,998	\$57,532	\$14,960	\$47,721	\$33,243	\$26,003	\$19,233
96	Subtotal	\$126,315	\$55,620	\$197,818	\$65,738	(\$710)	\$107,721	\$93,243	\$86,003	\$79,233
97										
98	Total Expenses									
99	Total Expenses ACRL	\$4,820,438	\$3,423,873	\$5,234,167	\$2,370,053	\$2,443,625	\$2,235,576	\$3,685,106	\$2,855,772	\$4,505,895
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	\$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	\$5,140,534	\$6,790,657
102										

127	Purple cells FY22 and FY23 = actuals								
-----	---	--	--	--	--	--	--	--	--

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL General & Administrative 0000											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRHD-EXMPT REVENUE/DIVISIONS					(\$500)		\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE							\$100,000	\$0		\$0
5	Revenues		\$0	\$0	\$0	\$0	(\$500)	\$0	\$100,000	\$0		\$0
6												
7	5000	SALARIES & WAGES	(2,208)	(1,780)	(4,872)	-\$27	(\$337)	(\$14,472)	\$10,344	\$11,030	Salaries: Memo only; will be allocated to programs at year end.	\$11,030
8	5001	WAGES/TEMPORARY EMPLOYEES			2,195							
9	5002	OVERTIME WAGES	2,180	1,780	2,607	\$27	\$337	\$320	\$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		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	(0)	0	(0)			\$0	\$3,310	\$3,530	Benefits of Line 5000 & 5002. Memo only: will be allocated to programs at year end.	\$3,530
13	5015	TUITION REIMBURSEMENT						\$0	\$0	\$0		\$0
14	5016	PROFESSIONAL MEMBERSHIPS	2,052	3,022	1,094	\$369		\$0	\$1,785	\$1,388	ASAE (\$325) memberships for Exec. Director. Assn. Forum memberships for 8 exempt staff, \$82/ea = \$656, PCMA (\$360), MPI (\$375).	\$1,716
15	5019	HEALTH INSURANCE						\$0	\$0	\$0		\$0
16	5041	BLUE CROSS REFUND										
17	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$14,152	\$20,500	\$5,000	TEMPORARY EMPLOYEES/OUTSIDE	\$5,000
18	5110	PROFESSIONAL SERVICES	28					\$0	\$0	\$0		\$0
19	5120	LEGAL FEES						\$0	\$0	\$0		\$0
20	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
21	5122	BANK S/C						\$0	\$0	\$0		\$0
22	5130	LOBBYING / CONSULTING										
23	5140	EQUIP/FURN REPAIRS			49			\$0	\$100	\$100	Shared	\$100
24	5141	MAINTENANCE AGREEMENTS										
25	5150	MESSENGER SERVICE	136	371	83		\$65	\$0	\$300	\$150	Messenger service	\$150
26	5151	DUPLICATION/OUTSIDE										
27	5210	TRANSPORTATION	4,677	7,972	3,918	\$2,633		\$1,839	\$2,500	\$2,000	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		\$289	\$2,350	\$1,400	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		\$0
30	5216	BUSINESS MEETINGS	1,019	826	420			\$0	\$750	\$250	Business meetings.	\$250
31	5219	UNALLOCATED AMERICAN EXPRESS										
32	5300	FACILITIES RENT						\$0	\$0	\$0		\$0
33	5301	CONFERENCE EQUIPMENT RENTAL	603					\$0	\$0	\$0	Conference equipment rental	\$0
34	5302	MEAL FUNCTIONS	1,253	1,256	1,612	\$278		\$103	\$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	L
1	ACRL General & Administrative 0000											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
35	5303	EXHIBITS						\$0	\$0	\$0	Exhibits in 3200	\$0
36	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
37	5350	PROGRAM ALLOCATION		0	(400)			\$0	\$0	\$0		\$0
38	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
39	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0	Typesetting for ACRL letterhead, envelopes, business cards, etc.	\$0
40	5402	PRINTING-OUTSIDE	2,224	852	1,512			\$0	\$1,231	\$800	Outside printing of ACRL letterhead, envelopes, business cards, etc. @ \$750. Share of ACRL Briefing Book (1/3 of \$700)	\$983
41	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
42	5404	DESIGN SERVICE-OUTSIDE						\$0	\$0	\$0	Design service	\$0
43	5406	REVIEW SERVICE						\$0	\$0	\$0		\$0
44	5410	MAIL SERVICE-OUTSIDE	225					\$0	\$0	\$0		\$0
45	5411	ADVERTISING/SPACE						\$0	\$0	\$0	Advertising/space for recruitment	\$0
46	5420	COPYRIGHT FEES						\$0	\$0	\$0	General Copyright Fees	\$0
47	5430	WEB OPERATING EXPENSES	3,120	710	1,749	\$3,222	\$2,292	\$252	\$3,564	\$3,564	Domain name fees for acrl.org and acrllog.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		\$0
49	5030	STAFF RECRUITMENT/RELOCATION	712					\$0	\$0	\$0		\$0
50	5031	STAFF DEVELOPMENT	15,075	17,520	16,191	\$9,622	\$6,150	\$3,620	\$12,000	\$15,000	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	\$1,853	\$1,500	\$2,000	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	\$2,851	\$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	\$3,257	Reference materials and subscriptions to professional journals. Chronicle subscription (3,257.28) pending ALA Library subscription.	\$3,257
54	5510	INSURANCE						\$0	\$0	\$0		\$0
55	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0	\$0		\$0
56	5521	SPACE RENT						\$0	\$0	\$0		\$0
57	5522	TELEPHONE/FAX	734	791	996	\$280		\$700	\$210	\$175		\$0
58	5523	POSTAGE/E-MAIL	10	1,759	603		\$60	\$1,000	\$1,000	\$1,000	Postage	\$1,000
59	5525	UTILITIES						\$0	\$0	\$0		\$0
60	5530	DEPRECIATION F/E	0	0	(0)	\$0	(1)	\$1,000	\$1,000	\$1,000	Depreciation	\$1,000
61	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
62	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL General & Administrative 0000											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
63	5533	DO NOT USE N/S Intangible Assets										
64	5540	ROYALTY EXPENSE	230	51				\$0	\$0	\$0		\$0
65	5541	COLLECTION EXPENSE										
66	5543	BAD DEBT EXPENSE						\$0	\$0	\$0		\$0
67	5544	INTEREST EXPENSE						\$0	\$0	\$0		\$0
68	5545	TAXES/PROPERTY						\$0	\$0	\$0		\$0
69	5550	PROMOTION						\$0	\$0	\$0		\$0
70	5560	ORG SUPPORT/CONTRIBUTION	5,000					\$0	\$0	\$0		\$0
71	5599	MISC EXPENSE	(59,111)	(49,602)	(42,522)	-\$20,115	(\$12,906)	(\$10,846)	(\$89,871)	(\$79,882)	Portion of ACRL operating expenses allocated to projects at same % as salary matrix	(\$80,232)
72											Reverse out charges to projects (memo includes CHOICE amount)	
73											(\$80,957)	
74	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
75	5901	IUT/CPU						\$0	\$0	\$0		\$0
76	5902	IUT/DATA PROC						\$0	\$0	\$0		\$0
77	5903	IUT/SUBS PROC						\$0	\$0	\$0		\$0
78	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0	\$0	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 is typically updated in Februrary when payouts are approved by the Endowment Trustees. Note: this formerly has been budgeted in 5904-3200, but was moved to 5904-0000 starting with FY25 due to ALA F&A's request. Per ALA directives, transfers are frozen from the net asset balance to endowments (effective FY23, FY24, FY25).	(\$200,000)
79	5905	IUT/TELEPHONE	2,163	1,826	1,553			\$0	\$0	\$0	IUT telephone; ALA moving to VoIP	\$0
80	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
81	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
82	5909	IUT/DIST CTR	532	688	552			\$2	\$750	\$750	IUT distribution	\$750
83	5910	IUT/REPRO CTR	6,979	1,777	2,367	\$394	\$16	\$38	\$2,000	\$2,000	IUT reprographics	\$2,000
84	5912	IUT-Copyediting/Proofreading				\$662	\$98	\$0	\$0	\$0		\$0
85	5913	IUT-Composition/Alteration						\$0	\$0	\$0		\$0
86	5940	IUT/REGISTRATION PROCESSING						\$0	\$0	\$0		\$0
87	5941	IUT/CHOICE				-\$7,636		\$0	\$14,460	\$15,271	Transfer from CHOICE	\$15,285
88	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
89	5999	IUT/MISC						\$0	\$0	\$0		\$0
90	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
91	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
92	5600	TAXES/INCOME										
93	Expenses		(0)	0	(416)	-\$1	(\$1)	\$2,701	\$0	\$0	(\$200,000)	
94												
95	Net		0	(0)	416	\$1	(\$499)	(\$2,701)	\$100,000	\$0	\$200,000	

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Membership 3200											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
10	5000	SALARIES & WAGES	\$47,110	\$57,764	\$59,484	\$76,878	\$39,298	\$38,248	\$37,927	\$40,443	Salaries calculated % of ACRL total salaries detailed in the salary matrix	\$40,443
11	5001	WAGES/TEMPORARY EMPLOYEES										
12	5002	OVERTIME WAGES										
13	5005	ATTRITION FACTOR					-\$11,450	(\$6,321)	\$0	\$0		\$0
14	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	\$14,395	\$17,329	\$18,303	\$23,944	\$12,871	\$11,150	\$12,137	\$12,942	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$12,942
	5110	PROFESSIONAL SERVICES	\$43,429	\$54,740	\$24,222	\$10,113	\$9,613	(\$3,500)	\$0	\$0	Booth graphics refresh (\$2,500). Not needed in FY25 with evergreen graphics from past refresh.	\$0
16												
17	5122	BANK S/C	\$15,624	\$13,420	\$14,383	\$11,802	\$13,513	\$14,265	\$14,438	\$15,104	Bank service fees (2.9% of dues)	\$15,330
18	5130	LOBBYING / CONSULTING										
19	5302	MEAL FUNCTIONS	\$4,722	\$4,206	\$9,793			\$0	\$0	\$1,250	Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4.	\$1,250
	5350	PROGRAM ALLOCATION	\$20,352	\$37,605	\$37,594	-\$4,543	\$5,063	\$1,785	\$7,800	\$23,000	Three Emerging Leader sponsorships (\$1,000 x 3 = \$3,000) \$15K for TBD stratetic initiatives \$5,000 for new engagement fair banner signs	\$23,000
20												
21	5402	PRINTING-OUTSIDE	\$4,421	\$3,703	\$4,764	\$4,911	\$223	\$0	\$0	\$0		\$0
22	5410	MAIL SERVICE-OUTSIDE				\$240						
23	5430	WEB OPERATING EXPENSES	\$1,199	\$89	\$0	\$250	\$300	\$3,345	\$0	\$0	Feathr digital marketing charges - \$7,000	\$7,000
24	5500	SUPPLIES/OPERATING	\$1,238	\$6,298	\$1,228			\$0	\$500	\$500		\$500
25	5523	POSTAGE/E-MAIL						\$0	\$223	\$0	Postage (based on FY23 actual)	\$0
26	5530	DEPRECIATION F/E				\$524	\$224	\$424				
	5599	MISC EXPENSE	\$2,944	\$2,377	\$2,153	\$1,791	\$520	\$407	\$2,955	\$2,608	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.	\$2,660
27												
28	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
29	5901	IUT/CPU						\$0	\$0	\$0		\$0
30	5902	IUT/DATA PROC	\$360	\$405	\$405	\$270		\$0	\$0	\$0		\$0
31	5903	IUT/SUBS PROC						\$0	\$0	\$0		\$0
	5904	TRANSFER TO/FROM ENDOWMENT			(\$125,000.00)	-\$157,096	0.00	0.00	(\$218,047)	(\$175,000)	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. Moved to project 0000 in FY25 per ALA instructions	\$0
32												
33	5905	IUT/TELEPHONE						\$0	\$0	\$0	IUT-telephone (based on actual)	\$0
34	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
35	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
36	5909	IUT/DIST CTR	\$346	\$355	\$547	\$443		\$0	\$0	\$0	IUT-distribution (based on actual)	\$0
37	5910	IUT/REPRO CTR	\$784	\$159	\$576			\$0	\$0	\$0	IUT-reprographics (based on actual)	\$0
38	5912	IUT-Copyediting/Proofreading						\$0	\$0	\$0		\$0
39	5600	TAXES/INCOME										
40	Expenses		\$156,923	\$198,449	\$48,452	-\$30,473	\$70,174	\$59,803	(\$142,067)	(\$79,153)	\$103,125	
41												
42	Net		\$481,650	\$411,457	\$550,396	\$590,002	\$451,017	\$445,765	\$639,921	\$599,980	\$425,500	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Board/Exec. Ctte. 3201											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4490	MISCELLANEOUS REVENUE				\$0	\$0	\$0	\$0	\$0		\$0
4		Revenues	0	0	0	\$0	\$0	\$0	\$0	\$0		\$0
5												
6	5000	SALARIES & WAGES	71,685	92,253	85,020	\$93,008	\$64,371	\$94,649	\$75,049	\$85,787	Salaries calculated at % of total ACRL salaries as shown in salary matrix.	\$77,086
7	5005	ATTRITION FACTOR					-\$18,755	(\$10,178)				
8	5010	EMPLOYEE BENEFITS	21,905	27,674	26,191	\$28,967	\$21,084	\$27,590	\$24,016	\$27,452	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$24,668
9	5011	LIFE INSURANCE										
10	5041	BLUE CROSS REFUND										
11	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
12	5110	PROFESSIONAL SERVICES	12,573	9,348	33,250	\$8,187	\$5,963	\$0	\$3,000	\$10,000	SPOS Facilitator \$10,000	\$10,000
13	5150	MESSENGER SERVICE	274	557	629			\$0	\$450	\$0	Shipping and hotel handling fee for Board documents to conference. Shipment to AC \$250 x 1 = \$250.	\$250
											LLX: Staff air travel 1 person x \$450 = \$400 airfare + \$50 luggage fee. Ground transportation \$100 = 1 person x \$100. Grand total = \$550.	
			17,045	21,807	18,202	\$12,216		\$4,514	\$17,850	\$4,950	SPOS: 14 total ppl X \$450 (\$400 airfare + \$50 luggage fee) = \$5850 = 13 Board membersair travel + 1 facilitator. Ground transportation 13 ppl x \$100 ea.= \$1,300. Grand total = \$7150.	
											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.	\$12,100
14	5210	TRANSPORTATION									ACLS or ASAE Board Training: Air travel for Executive Director and President elect to attend meeting. 2 ppl x \$450 (\$400 airfare + \$50 luggage	

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Board/Exec. Ctte. 3201											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
23	5303	EXHIBITS						\$0	\$0	\$0		\$0
24	5305	SPEAKER/GUEST HONORARIUM						\$41				
25	5350	PROGRAM ALLOCATION	397		139		\$236	\$0	\$100	\$0	Board program expenses.	\$0
26	5402	PRINTING-OUTSIDE	263	162	170			\$0	\$233	\$233		\$0
27	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE						\$0	\$200	\$0	Board group photo	\$0
28	5420	COPYRIGHT FEES					\$27	\$44	\$30	\$30	HBR article copyright fees for Board orientation packet. \$30	\$30
29	5430	WEB OPERATING EXPENSES	1,149	1,684	0			\$0	\$0	\$0	Zoom license fees moved to 0000.	\$0
30	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
31	5500	SUPPLIES/OPERATING	1,185	1,173	850	\$997	\$404	\$1,874	\$1,200	\$1,200	Supplies for Leadership Council (\$200), five Board meetings, and gifts for departing Board members.	\$1,200
32	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0		\$0
33	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$0	Reference Materials	\$0
34	5522	TELEPHONE/FAX				\$35						
35	5530	DEPRECIATION F/E	310	310	579	\$634	\$366	\$1,049	\$0	\$0		\$0
36	5599	MISC EXPENSE	4,479	3,796	3,116	\$2,168	\$851	\$922	\$5,848	\$5,532	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.	\$5,070
37	5909	IUT/DIST CTR	9		68			\$0	\$68	\$0	IUT-Distribution	\$0
38	5910	IUT/REPRO CTR	2	3,253	21			\$0	\$100	\$100	IUT-Reprographics	\$100
39	Expenses		190,578	212,181	232,282	\$190,825	\$75,044	\$129,640	\$193,351	\$153,687	\$189,312	
40												
41	Net		(190,578)	(212,181)	(232,282)	(\$190,825)	(\$75,044)	(\$129,640)	(\$193,351)	(\$153,687)	(\$189,312)	

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Trends & Statistics 3202											
	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
2												
20	5000	SALARIES & WAGES	10,417	12,173	14,535	28,089	70,247	\$79,430	\$68,613	\$72,919	Salaries @ % of ACRL salaries per salary matrix	\$73,532
21	5001	WAGES/TEMPORARY EMPLOYEES										
22	5002	OVERTIME WAGES										
23	5005	ATTRITION FACTOR					(20,467)	(\$4,113)				
24	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
25	5010	EMPLOYEE BENEFITS	3,183	3,652	4,477	8,748	23,008	\$23,155	\$21,956	\$23,334	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$23,530
			84,500	51,000	54,500			\$157,017	\$105,979	\$0	Contractor for data analysis and clean-up.	\$12,000
26	5110	PROFESSIONAL SERVICES				7500	34577.4					
27	5120	LEGAL FEES						\$0	\$0	\$0		\$0
28	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
29	5122	BANK S/C	776	527	666	95	653	\$327	\$0	\$0	Bank service charge (based on FY19 actual)	\$0
30	5130	LOBBYING / CONSULTING										
31	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
32	5402	PRINTING-OUTSIDE	4,123	1,022	2,539		1,234	\$900	\$0	\$0	Outside printing –	\$0
33	5403	BINDING-OUTSIDE		21	0			\$0	\$0	\$0		\$0
34	5414	SUPPLIES/PRODUCTION						\$0	\$0	\$0		\$0
35	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE		23	38			\$38	\$0	\$0	Pre-Press/Photographic (FY19 actual)	\$0
36	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0		\$0
37	5420	COPYRIGHT FEES						\$0	\$0	\$0	Copyright fees (FY18 actual)	\$0
			5,000		15,131		3,625	\$23,333	\$2,400	\$120,066	Web hosting (\$950/month) Omeda subscription fulfillment (\$3,500); Survey Monkey (\$4785); Proximo support (\$1000/month ad hoc per month); Payback to PLA annually through FY26 (\$21,500); Proximo improvements (TBD) (\$50,000)	\$103,185
38	5430	WEB OPERATING EXPENSES						\$0	\$0	\$0		\$0
39	5431	WEBINAR/WEBCASTS/WEB CE EXP						\$0	\$0	\$0		\$0
40	5432	PURCHASED INVENTORY						\$0	\$0	\$0		\$0
41	5433	ORDER PROCESSING/FULFILLMENT	4,016	4,448	7,108	1,888	3,822	\$1,661	\$10,502	\$10,274	Transaction fee (4.6% x line 4103)	\$6,624
42	5480	COST OF SALES	19,868	10,237	69,307	(330)	29,771	\$0	\$68,490	\$0	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)	\$0	\$0	\$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	\$5,360	All print copies destroyed at the end of FY24	\$0
45	5030	STAFF RECRUITMENT/RELOCATION										
46	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
47	5523	POSTAGE/E-MAIL	1,878	173	250			\$12	\$0	\$0	Postage (print edition discontinued)	\$0
48	5530	DEPR/FURN & EQUIPMENT					191	400	\$880	\$0		\$0
49	5540	ROYALTY EXPENSE						\$0	\$0	\$0	No royalties will be paid in FY18 as ALA store is a benefit available to all ALA units	\$0
50	5541	COLLECTION EXPENSE										
51	5543	BAD DEBT EXPENSE	1,100	1,211	0		(2,311)	\$1,930	\$2,283	\$2,233	Bad debt (1% of gross revenues)	\$1,440
			651	502	527	655		\$774	\$5,346	\$4,703	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.	\$4,836
52	5599	MISC EXPENSE					928.98				IUT-Overhead: 50 % ALA rate	\$19,080
53	5911	IUT/OVERHEAD	16,836	15,417	16,312	11,433	13,979	\$13,080	\$30,250	\$29,594		\$0
54	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
55	5600	TAXES/INCOME										
56	Expenses		82,499	69,574	147,833	59,202	126,401	\$302,470	\$321,298	\$268,483		\$244,227
57												
58	Net		47,040	47,222	(24,280)	27,359	(20,553)	(\$203,756)	(\$92,999)	(\$45,134)		(\$100,227)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Advisory Services 3203											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRLD-EXMPT REVENUE/DIVISIONS						\$0	\$0	\$0		\$0
4	4430	MISCELLANEOUS FEES	0					\$0	\$0	\$0		\$0
5	4490	MISCELLANEOUS REVENUE	82,350	27,050	33,490	\$73,975	\$43,000	\$88,050	\$82,000	\$15,100	2 external reviews x \$13000/review 2 one-day retreats (strategic planning/team building) x \$14000/retreat 1 facilitative support for library leaders x \$7,500	\$61,500
6	Revenues		82,350	27,050	33,490	\$73,975	\$43,000	\$88,050	\$82,000	\$15,100	\$61,500	
7												
8	5000	SALARIES & WAGES	39,653	50,047	15,582	\$32,217	\$10,029	\$30,516	\$18,733	\$19,976	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	\$19,976
9	5001	WAGES/TEMPORARY EMPLOYEES										
10	5002	OVERTIME WAGES										
11	5005	ATTRITION FACTOR					-\$2,922	(\$2,292)	\$0	\$0		\$0
12	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
13	5010	EMPLOYEE BENEFITS	12,114	15,013	4,800	\$10,034	\$3,285	\$8,896	\$5,995	\$6,392	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$6,392
14	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
15	5110	PROFESSIONAL SERVICES	43,500	26,825	34,255	\$41,928	\$35,347	\$40,324	\$35,000	\$20,340	2 external reviews: 2 adjuncts x \$3,500 2 one-day strategic planning retreats: 4 adjuncts x \$3,750 (assumes each retreat includes 2 adjuncts, 0 staff) 1 facilitative support: 1 adjuncts x \$3,000	\$25,000
16	5122	BANK S/C	0	103	16	\$522	\$328	\$1,104	\$100	\$100		

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Advisory Services 3203											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
17	5210	TRANSPORTATION	42	2,550	43	\$1,236		\$0	\$1,500	\$0		\$0
18	5212	LODGING & MEALS	(894)	72	902	\$75		\$52	\$300	\$0	Lodging & Meals	\$0
19	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0		\$0
20	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$0	Reference material	\$0
21	5530	DEPRECIATION F/E				\$219	\$57	\$338				
22	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
23	5599	MISC EXPENSE	2,478	2,059	565	\$515	\$133	\$311	\$1,460	\$1,288	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.	\$1,314
24	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0	\$0		\$0
25	5905	IUT/TELEPHONE						\$0	\$0	\$0	Telephone (based on last year's actual)	\$0
26	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
27	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
28	5909	IUT/DIST CTR	5					\$0	\$0	\$0	Postage(based on last year's actual)	\$0
29	5910	IUT/REPRO CTR	41					\$0	\$40	\$0	Copying (based on last year's actual)	\$0
30	5999	IUT/MISC						\$0	\$0	\$0		\$0
31	5911	IUT/OVERHEAD	10,870	3,571	4,437	\$9,802	\$5,698	\$11,667	\$10,865	\$2,001	IUT-General Overhead IUT 50% of ALA General overhead rate on revenue from consulting fees (line 4490).	\$8,149
32	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
33	5600	TAXES/INCOME										
34	Expenses		107,809	100,239	60,600	\$96,548	\$51,954	\$90,916	\$73,993	\$50,097		\$60,831
35												
36	Net		(25,459)	(73,189)	(27,110)	-\$22,573	-\$8,954	(\$2,866)	\$8,007	(\$34,997)		\$669

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Standards Distribution 3204											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4400	DONATIONS/HONORARIA				0	0	\$0	\$0	\$0		\$0
4	4420	INT/DIV				0	0	\$0	\$0	\$0		\$0
5	4421	ROYALTIES			165	0	0	\$0	\$0	\$0		\$0
6	4422	ENDOWMENT GAIN/LOSS-REALIZED										
7	4423	ENDWMNT GAIN/LOSS-UNREALIZED										
8	4429	OVRRHD-EXMPT REVENUE/DIVISIONS	1,802	2,204	1,299			\$0	\$150	\$150	Overhead exempt revenue for standards distribution and Framework booklets. Anticipate a small increase in revenue as RoadShows move to more in-person content..	\$300
9	4430	MISCELLANEOUS FEES				204	0	\$0	\$0	\$0		\$0
10	4490	MISCELLANEOUS REVENUE		500		0	0	\$0	\$0	\$0		\$0
11	Revenues		1,802	2,704	1,464	204	0	\$0	\$150	\$150		\$300
12												
13	5000	SALARIES & WAGES	5,421	7,585	2,082	735	319	\$1,587	\$374	\$399	Salaries % of ACRL total salaries listed in the salary matrix	\$368
14	5005	ATTRITION FACTOR					(93)	(\$848)				
15	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
16	5010	EMPLOYEE BENEFITS	1,657	2,276	641	229	105	\$463	\$120	\$128	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$118

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Standards Distribution 3204											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
17	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
18	5122	BANK S/C	51	71	39	4		\$0	\$0	\$0		\$0
19	5130	LOBBYING / CONSULTING										
20	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
21	5141	MAINTENANCE AGREEMENTS										
22	5150	MESSENGER SERVICE		23	66			\$0	\$0	\$0	Books now sent through USPS through Distribution Center, expenses in 5909	\$0
23	5216	BUSINESS MEETINGS						\$0	\$0	\$0		\$0
24	5350	PROGRAM ALLOCATION						\$0	\$0	\$0		\$0
25	5400	EDITORIAL/PROOFREADING/OUTSIDE		102				\$0	\$0	\$0		\$0
26	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
27	5402	PRINTING-OUTSIDE	2,533	4,580	5,522			\$0	\$250	\$250	Printing of standards, guidelines/framework. Budgeting no printing expenses in FY25 due to existing inventory. Anticipate printing new versions in FY26 after the Board approves anticipated revisions in June 205.	\$0
28	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
29	5523	POSTAGE/E-MAIL	60	140				\$0	\$0	\$0	Mailing of booklets now in 5909.	\$0
30	5525	UTILITIES						\$0	\$0	\$0		\$0
31	5530	DEPRECIATION F/E	23	25	14	5	2	\$18	\$0	\$0		\$0
32	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
33	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
34	5599	MISC EXPENSE	339	312	75	11	4	\$15	\$29	\$26	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.	\$24
35	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
36	5909	IUT/DIST CTR	106	180	153	69	11	\$8	\$40	\$40	IUT-Distribution (UPS or USPS mailing of booklets, based on FY22, FY23 actual and historical).	\$40
37	5910	IUT/REPRO CTR						\$0	\$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		\$0
39	5999	IUT/MISC						(\$45)	\$0	\$0	IUT-Misc.	\$0
40	Expenses		10,190	15,293	8,592	1,053	348	\$1,198	\$813	\$843	\$550	
41												
42	Net		(8,388)	(12,589)	(7,128)	(849)	(348)	(\$1,198)	(\$663)	(\$693)	(\$250)	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Awards 3206											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4400	DONATIONS/HONORARIA	11,500	13,250	16,250	8,336	13,600	\$1,200	\$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 Normal Administrative Fees:	\$0
4	4429	OVRHD-EXMPT REVENUE/DIVISIONS			4,500			\$0	\$0	\$0	\$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
5	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
6	4490	MISCELLANEOUS REVENUE	4,800	4,200	0	4,700	2,300	\$0	\$0	\$0		\$0
7	Revenues		16,300	17,450	20,750	13,036	15,900	\$1,200	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Awards 3206											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
8												
9	5000	SALARIES & WAGES	15,576	22,820	24,676	20,244	22,892	\$5,854	\$5,746	\$12,255	Salaries % of ACRL total salaries listed in the salary matrix	\$12,255
10	5005	ATTRITION FACTOR					(6,670)	(\$2,670)				
11	5010	EMPLOYEE BENEFITS	4,759	6,846	7,602	6,305	7,498	\$1,706	\$1,839	\$3,922	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,922
12	5122	BANK S/C		192	248			\$0	\$0	\$0		\$0
13	5150	MESSENGER SERVICE	49	159	14			\$0	\$0	\$0		\$0
14	5151	DUPLICATION/OUTSIDE										
15	5210	TRANSPORTATION	662		9			\$0	\$0	\$0		\$0
16	5212	LODGING & MEALS	874					\$0	\$0	\$0		\$0
17	5304	SPEAKER/GUEST EXPENSE						\$0	\$0	\$0	0	\$0
18	5305	SPEAKER/GUEST HONORARIUM						\$0	\$0	\$0	0	\$0
19	5306	AWARDS	11,674	13,054	14,350	14,001	13,974	\$0	\$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	L
1	ACRL Awards 3206											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	3,464	3,383	1,139			\$0	\$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		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE						\$0	\$0	\$0		\$0
25	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
26	5523	POSTAGE/E-MAIL						\$0	\$0	\$0		\$0
27	5525	UTILITIES						\$0	\$0	\$0		\$0
28	5530	DEPRECIATION F/E	67	76	168	138	130	\$65	\$0	\$0		\$0
29	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
30	5599	MISC EXPENSE	973	939	894	324	303	\$57	\$448	\$790	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.	\$806
31	5903	IUT/SUBS PROC						\$0	\$0	\$0		\$0
32	5904	TRANSFER TO/FROM ENDOWMENT			(500)		(500)	\$0	\$0	\$0		\$0
33	5905	IUT/TELEPHONE						\$0	\$0	\$0	IUT-Telephone	\$0
34	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
35	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
36	5909	IUT/DIST CTR	65	101	76	26		\$0	\$0	\$0	Removed awards expenses in FY24 due to pause.	\$0
37	5910	IUT/REPRO CTR						\$0	\$0	\$0		\$0
38	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
39	5999	IUT/MISC						\$0	\$0	\$0	IUT-Misc.	\$0
40	5911	IUT/OVERHEAD			0			\$0	\$0	\$0		\$0
41	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
42	5600	TAXES/INCOME										
43	Expenses		38,163	47,571	48,676	41,038	37,628	\$5,012	\$8,033	\$16,967	\$16,983	
44												
45	Net		(21,863)	(30,121)	(27,926)	(28,002)	(21,728)	(\$3,812)	(\$8,033)	(\$16,967)	(\$16,983)	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Chapters 3207											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES										
4	4490	MISCELLANEOUS REVENUE										
5	Revenues		0	0	0	0	0	\$0	\$0	\$0		\$0
6												
7	5000	SALARIES & WAGES	3,776	14,720	9,309	11,341	8,599	\$10,182	\$9,194	\$12,255	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.	\$18,383
8	5001	WAGES/TEMPORARY EMPLOYEES										
9	5002	OVERTIME WAGES						\$0	\$0	\$0		\$0
10	5005	ATTRITION FACTOR					(2,505)	(\$1,295)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	1,155	4,416	2,868	\$3,532	2,816	\$2,968	\$2,942	\$3,922	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,883
13	5141	MAINTENANCE AGREEMENTS										
14	5150	MESSENGER SERVICE						\$0	\$0	\$0	Messenger Service	\$0
15	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0		\$0
16	5210	TRANSPORTATION	228	3,299	2,494	991		\$0	\$1,200	\$0	Board approved virutal only Chapter visits.	\$0
17	5212	LODGING & MEALS	1,247	522	714			\$0	\$780	\$0	Board approved virutal only Chapter visits.	\$0
18	5214	ENTERTAINMENT						\$0	\$0	\$0		\$0
19	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR						\$0	\$0	\$0		\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	3,683	3,816	2,823	1,141	285	\$637	\$4,500	\$0	Board approved to discontinue Chapter budgets.	\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Chapters 3207											
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 Actual</u>	<u>2023 Actual (needs updated)</u>	<u>2024 Budget</u>	<u>2025 Notes</u>	<u>2025 Budget</u>
22	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE						\$0	\$0	\$0	Printing outside	\$0
25	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
26	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
27	5500	SUPPLIES/OPERATING						\$0	\$0	\$0	Supplies (Chapters Council)	\$0
28	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0		\$0
29	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$0		\$0
30	5510	INSURANCE						\$0	\$0	\$0		\$0
31	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0	\$0		\$0
32	5521	SPACE RENT						\$0	\$0	\$0		\$0
33	5522	TELEPHONE/FAX						\$0	\$0	\$0	Reimbursed phone/fax (Chapters Council)	\$0
34	5523	POSTAGE/E-MAIL						\$0	\$0	\$0	Postage	\$0
35	5525	UTILITIES						\$0	\$0	\$0		\$0
36	5530	DEPRECIATION F/E	16	49	63	77	49	\$113	\$0	\$0		\$0
37	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
38	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
39	5599	MISC EXPENSE	236	605	337	182	114	\$99	\$716	\$790	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.	\$1,209
40	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
41	5905	IUT/TELEPHONE						\$0	\$0	\$0	IUT-Telephone	\$0
42	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
43	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
44	5909	IUT/DIST CTR	76	115	27	23		\$0	\$125	\$125	IUT-Distribution	\$125
45	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT-Reprographics (based on FY2018 actual)	\$0
46	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
47	5600	TAXES/INCOME										
48	Expenses		10,417	27,541	18,636	17,287	9,357	\$12,704	\$19,457	\$17,092		\$25,600
49												
50	Net		(10,417)	(27,541)	(18,636)	(17,287)	(9,357)	(\$12,704)	(\$19,457)	(\$17,092)		(\$25,600)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Committees & Interest Groups 3250											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4000	DUES/PERSONAL					-74	\$0				
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		\$0
8												
9	5000	SALARIES & WAGES	71,085	109,859	97,264	100,471	90,153	\$108,434	\$93,093	\$110,298	Salaries % of ACRL total salaries listed in salary matrix	\$98,043
10	5005	ATTRITION FACTOR					(26,267)	(\$11,030)				
11	5010	EMPLOYEE BENEFITS	21,722	32,956	29,963	\$31,292	29,528	\$31,610	\$29,790	\$35,295	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$31,374
12	5110	PROFESSIONAL SERVICES				\$3,313	3,313					
13	5122	BANK S/C	29					\$0	\$0	\$0		\$0
14	5150	MESSENGER SERVICE	57					\$0	\$55	\$55	Messenger Service	\$0
15	5302	MEAL FUNCTIONS	4,722	4,206	2,469			\$0	\$0	\$1,250	Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4.	\$1,250
			1,455					\$0	\$600	\$600	Division-level committees are entitled to up to \$150 each. Budget based on historical actuals = \$250	\$550
16	5350	PROGRAM ALLOCATION									Interest Groups are entitled to up to \$150. Budget based on historical actuals = \$300.	
17	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
18	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
19	5402	PRINTING-OUTSIDE	151	162	155	25		\$0	\$233	\$233	Outside printing	\$0
20	5420	COPYRIGHT FEES						\$0	\$0	\$0		\$0
21	5430	WEB OPERATING EXPENSES	1,149	1,682				\$0	\$0	\$0	Zoom license fees moved to 0000.	\$0
22	5500	SUPPLIES/OPERATING	310					\$0	\$100	\$100		\$100
23	5530	DEPRECIATION F/E	307	368	663	685	513	\$1,201	\$0	\$0		\$0
24	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
			4,442	4,519	3,525	1,607	1,192	\$1,057	\$7,254	\$7,113	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.	\$6,449
25	5599	MISC EXPENSE										
26	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
27	5909	IUT/DIST CTR	4					\$0	\$0	\$0	IUT- Distribution	\$0
28	5910	IUT/REPRO CTR			91			\$0	\$0	\$0	IUT-Reprographics	\$0
29	Expenses		105,432	153,752	134,130	137,392	98,431	\$131,272	\$131,125	\$154,944	0	\$137,766
30												
31	Net		(104,432)	(153,752)	(134,130)	(137,392)	(98,505)	(\$131,272)	(\$131,125)	(\$154,944)	0	(\$137,766)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Sections 3275											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4000	DUES/PERSONAL				-34.17	-15.83					
4	4142	ADVERTISING/CLASSIFIED						\$0	\$0	\$0		\$0
5	4200	REGISTRATION FEES		3,550				\$0	\$0	\$0		\$0
6	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0	\$0		\$0
7	4400	DONATIONS/HONORARIA	2,500			(139)		\$0	\$0	\$0		\$0
8	4420	INT/DIV						\$0	\$0	\$0		\$0
9	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
10	Revenues		2,500	3,550	0	(173)	(16)	\$0	\$0	\$0		\$0
11												
12	5000	SALARIES & WAGES	47,612	69,323	66,426	80,521	54,610	\$80,317	\$63,211	\$79,660	Salaries calculated at % of total ACRL salaries per time study.	\$69,978
13	5005	ATTRITION FACTOR					(15,911)	(\$7,751)				
14	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	14,549	20,796	20,463	25,078	17,887	\$23,414	\$20,228	\$25,491	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$22,393
16	5110	PROFESSIONAL SERVICES					3,313	\$0				
17	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
18	5122	BANK S/C	71		(1)			\$0	\$0	\$0	Bank service fee.	\$0
19	5130	LOBBYING / CONSULTING										
20	5150	MESSANGER SERVICE		21				\$0	\$0	\$0		\$0
21	5212	LODGING & MEALS		200				\$0	\$0	\$0		\$0
22	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0		\$0
23	5302	MEAL FUNCTIONS	4,722	4,206	2,469			\$0	\$0	\$1,250	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		\$0
25	5350	PROGRAM ALLOCATION	22,966	28,377	25,069	22,722	26,500	\$41,827	\$49,443	\$49,443	Basic support for sections and interest groups: ANSS 1,170; ARTS 1,341; CLS 2,625; CJCLS 1,497; DOLS 1,857; DSS 1,852; EBSS 1,383; ESS 1,049; IS 2,994; LES 1,209; PPIRS 1,132; RBMS 1,865; STS 1,558; ULS 3,394; WGSS 1,333. Sections Total FY24= \$26,258	\$46,258
26	5402	PRINTING-OUTSIDE		236				\$0	\$0	\$0		\$0
27	5430	WEB OPERATING EXPENSES	1,149	1,681				\$0	\$0	\$0	Zoom license fees moved to 0000.	\$0
28	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
29	5500	SUPPLIES/OPERATING	55	0				\$0	\$0	\$0		\$0
30	5530	DEPRECIATION F/E	206	232	453	549	311	\$889	\$0	\$0		\$0
31	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
32	5599	MISC EXPENSE	2,975	2,851	2,407	1,288	722	\$783	\$4,925	\$5,137	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.	\$4,603
33	5909	IUT/DIST CTR	4	4	6	20		\$0	\$15	\$15	IUT-Distribution	\$15
34	5942	IUT/ADVERTISING						\$0	\$0	\$0	IUT-Advertising	\$0
35	5999	IUT/MISC						\$0	\$0	\$0		\$0
36	5911	IUT/OVERHEAD		937				\$0	\$0	\$0		\$0
37	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
38	5600	TAXES/INCOME										
39	Expenses		94,308	128,865	117,292	130,178	87,430	\$139,479	\$137,822	\$160,996		\$144,497
40												
41	Net		(91,808)	(125,315)	(117,292)	(130,351)	(87,446)	(\$139,479)	(\$137,822)	(\$160,996)		(\$144,497)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024	2025 Notes	2025 Budget
3	4601	RETURNS/CREDITS								(\$5)	Returns @ 5% of line 4109	(\$5)
4	4108	SALES/ALA STORE										
5	4109	SALES/MISC								\$100	Sales of back issues (based on fy23 actual and historical)	\$50
											RBM Print Subscriptions. One-third (Sept.-Dec.) deferred from FY24: \$3,463 FY25 (10% decline in subscribers from FY23 actual, plus annual 2% cost increase) 160 US subs. @ \$58 = \$9,280 6 Canadian @ \$64 = \$384 16 foreign @ \$75 = \$1,200 182 \$10,864 Two-thirds recognized in FY25: \$7,235 (One third deferred to FY26: \$3,630)	\$10,698
6	4110	SUBSCRIPTIONS										
7	4140	ADVERTISING/GROSS						\$0	\$0	\$0	Recognizing all revenue in 4143	\$0
			13,365	0				\$0	\$0	\$130,000	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.	\$125,000
8	4143	ADVERTISING/ON-LINE									Advertising representatives' commissions, 4.5% of sales (4143, 4429). FY25 budgeted total ad sales \$150,000	(\$6,750)
9	4610	COMMISSION/LINE ADV		(34)	(299)	(506)	(504)	(\$752)	(\$675)	(\$7,200)	All commissions being recognized in 4610	\$0
10	4611	COMMISSION/SALES REP	(596)	(225)	19			\$0	\$0	\$0		
11	4612	COMMISSION/ADVERTISING AGENCY										
12	4142	ADVERTISING/CLASSIFIED								\$400,000	Classified ad revenue - ACRL share of JobLIST ad sales (based on FY24 actual YTD)	\$400,000
13	4420	INT/DIV						\$0	\$0	\$0		\$0
14	4421	ROYALTIES	8,374	7,517	7,035	7,256	5,083	\$3,680	\$4,500	\$4,400	Royalties from aggregators, based on FY23 actual with continued small decline year to year based on historical.	\$5,500
				7,500	9,300	12,380	9,050	\$16,100	\$16,500	\$30,000	Includes online advertising revenue based on Choice estimate on online banner ads and 1 etoc per issue of C&RL and C&RL News.	\$25,000
15	4429	OVRLD-EXMPT REVENUE/DIVISIONS										
16	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
17	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
18	Revenues		21,142	14,758	16,054	19,131	13,630	\$19,028	\$20,325	\$567,461		\$559,493

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024	2025 Notes	2025 Budget
19												
20	5000	SALARIES & WAGES	14,922	19,141	16,684	20,332	17,787	234,915 (combi	\$20,687	\$213,365	Salaries calculated at % of total ACRL salaries listed in salary matrix.	\$213,365
21	5001	WAGES/TEMPORARY EMPLOYEES										
22	5002	OVERTIME WAGES					14	\$249				
23	5005	ATTRITION FACTOR					(5,148)	(\$2,140)				
24	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
			4,559	5,742	5,219	6,332	5,828	68,706 (combined for 3 serials projects)	\$6,620	\$68,277	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$68,277
25	5010	EMPLOYEE BENEFITS										
26	5011	LIFE INSURANCE										
27	5100	TEMPORARY EMPLOYEES/OUTSIDE										
			10,200	9,554	9,288	9,550	9,250	\$12,350	\$12,500	\$35,300	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,	\$28,900
28	5110	PROFESSIONAL SERVICES										
29	5120	LEGAL FEES										
30	5121	AUDIT/TAX FEES										
31	5122	BANK S/C		14	361	56	27	\$0	\$30	\$1,077	Bank service fee, based on FY23 actual and historical	\$750
32	5130	LOBBYING / CONSULTING										
33	5140	EQUIP/FURN REPAIRS										
34	5141	MAINTENANCE AGREEMENTS										
35	5150	MESSENGER SERVICE	116					\$0	\$0	\$30	Messenger service, based on FY23 actual plus historical	\$0
36	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0		\$0
37	5210	TRANSPORTATION						\$0	\$0	\$0		\$0
38	5305	SPEAKER/GUEST HONORARIUM						\$0	\$0	\$0		\$0
39	5350	PROGRAM ALLOCATION						\$0	\$0	\$0		\$0
			4,750	5,350	5,250	5,400	6,850	\$3,250	\$6,125	\$5,850	CRL: 25 hours per issue x \$50/hr x 7 issues=8,750 RBM: 10 hours per issue x \$50/hr x 2 issues=1,000 Aniticipate hourly price increase by FY25 as we've been paying below market rate. News in IUT line below since done internally.	\$9,750
40	5400	EDITORIAL/PROOFREADING/OUTSIDE										
41	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0	Typesetting	\$0

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024	2025 Notes	2025 Budget
64	5521	SPACE RENT										
65	5522	TELEPHONE/FAX										
66	5523	POSTAGE/E-MAIL										
67	5525	UTILITIES						\$0	\$0	\$0		\$0
68	5530	DEPRECIATION F/E	65	64	114	139	101	\$0	\$0	\$0	0	\$0
69	5531	DEPRECIATION BUILDING										
70	5541	COLLECTION EXPENSE										
71	5543	BAD DEBT EXPENSE	0					\$0	\$0	\$41	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	\$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.	\$14,000
			932	787	605	325	234	\$132	\$1,612	\$13,760	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.	\$14,034
76	5599	MISC EXPENSE										
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				\$0	\$25	\$40	IUT-Distribution	\$40
85	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT-Reprographics	\$0
86	5912	IUT-Copyediting/Proofreading								\$7,964	IUT to Production Services for C&RL News copyedting and proofreading services. Based on average of FY23 YTD actual.	\$7,964
87	5913	IUT-Composition/Alteration								\$27,555	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										
			6,373	5,672	6,081	6,480	4,256	\$248	\$4,500	\$1,500	Amount paid to Choice to manage the sale of ad space. Pam Marino salary included in salary line. Based on projected ad sales and FY23 actual.	\$500
90	5942	IUT/ADVERTISING										
91	5999	IUT/MISC						\$0	\$0	\$0		\$0
92	5911	IUT/OVERHEAD	0					\$0	\$0	\$71,585	IUT-Overhead: 50 % ALA rate on eligible revenue. Estimate: (4142+4143+4109+4110+4140=536.766)	\$70,987
93	5998	IUT/ALLOCATIONS						\$0	\$300	\$300		\$300
			0	0	0			\$0	\$0	\$0	Unrelated Business Income Tax (UBIT), 3% of gross advertising revenue (4429). Removed taxes per ALA instructions in FY23.	\$0
94	5600	TAXES/INCOME										
95	Expenses		65,598	53,352	48,263	54,583	46,712	\$18,404	\$59,109	\$488,317	\$487,018	
96												
97	Net		(44,455)	(38,594)	(32,209)	(35,453)	(33,082)	\$624	(\$38,784)	\$79,144	\$72,475	

	A	B	C	D	E	F	G	H	I	J
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 Actual</u>	<u>2023 Actual</u> <u>(needs</u> <u>updated)</u>	<u>2024 Budget</u>
3	4601	RETURNS/CREDITS						\$0	\$0	\$0
4	4109	SALES/MISC	54			522		\$0	\$25	\$0
5	4110	SUBSCRIPTIONS	16,216	16,094	13,992	13,904	9,721	\$2,866	\$0	\$0
6	4140	ADVERTISING/GROSS	112,795	0				\$0	\$0	\$0
7	4143	ADVERTISING/ON-LINE	95,938	64,156	88,200	89,300	86,400	\$115,650	\$105,000	\$0
8	4610	COMMISSION/LINE ADV	(3,234)	(1,371)	(3,823)	(4,802)	(5,211)	(\$6,446)	(\$4,725)	\$0
9	4611	COMMISSION/SALES REP	(8,326)	(4,310)	(4,912)	(3,216)	(1,951)	(\$1,033)	(\$675)	\$0
10	4612	COMMISSION/ADVERTISING AGENCY						\$0	\$0	\$0
11	4142	ADVERTISING/CLASSIFIED	433,651	415,063	408,078	283,475	282,130	\$496,655	\$420,000	\$0
12	4420	INT/DIV						\$0	\$0	\$0
13	4421	ROYALTIES	1,459	1,572	1,493	1,971	1,568	\$1,400	\$1,600	\$0
14	4429	OVRRD-EXMPT REVENUE/DIVISIONS		78,760	110,930	83,576	50,800	\$41,900	\$16,500	\$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	\$650,992	\$537,725	\$0

	A	B	C	D	E	F	G	H	I	J
1	ACRL C&RL News (FY24: see 3300) 3302-H									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget
18										
19	5000	SALARIES & WAGES	134,600	180,643	162,848	172,768	176,048	\$211,116	\$175,842	\$0
20	5001	WAGES/TEMPORARY EMPLOYEES								\$0
21	5002	OVERTIME WAGES					28	\$733		\$0
22	5005	ATTRITION FACTOR					(51,226)	(\$20,198)	\$0	\$0
23	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0
24	5010	EMPLOYEE BENEFITS	41,130	54,189	52,682	53,810	57,665	\$61,689	\$56,269	\$0
25	5011	LIFE INSURANCE								\$0
26	5110	PROFESSIONAL SERVICES	27,000	18,000	18,000	18,000	18,000	\$18,000	\$22,000	\$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	\$470	\$3,750	\$0
30	5130	LOBBYING / CONSULTING								\$0
31	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0
32	5141	MAINTENANCE AGREEMENTS								\$0
33	5150	MESSANGER SERVICE	3,309	4,406	3,898	2,986	1,048	\$434	\$0	\$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	\$0
38	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0
39	5402	PRINTING-OUTSIDE	77,431	97,896	101,919	100,831	81,267	\$29,675	\$0	\$0
40	5403	BINDING-OUTSIDE	20					\$0	\$0	\$0
41	5404	DESIGN SERVICE-OUTSIDE	1,800	1,500	1,800	1,350	1,800	\$1,950	\$1,650	\$0
42	5406	REVIEW SERVICE						\$0	\$0	\$0
43	5410	MAIL SERVICE-OUTSIDE	11,861	12,184	12,318	12,874	10,406	\$3,942	\$0	\$0
44	5411	ADVERTISING/SPACE						\$0	\$0	\$0
45	5412	ADVERTISING/DIRECT	709	2,888	314			\$0	\$700	\$0
46	5413	MAIL LIST RENTAL						\$0	\$0	\$0
47	5414	SUPPLIES/PRODUCTION						\$0	\$0	\$0
48	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	2,557	2,640	3,541	2,888	1,422	\$275	\$0	\$0
49	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0
50	5420	COPYRIGHT FEES						\$0	\$0	\$0
51	5430	WEB OPERATING EXPENSES	56,368	19,206	35,878	13,703	16,072	\$7,702	\$13,490	\$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	\$481	\$0	\$0
55	5031	STAFF DEVELOPMENT						\$0	\$0	\$0
56	5500	SUPPLIES/OPERATING						\$0	\$0	\$0
57	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0

	A	B	C	D	E	F	G	H	I	J
1	ACRL C&RL News (FY24: see 3300) 3302-H									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget
58	5502	REFERENCE MATERIAL/PERIODICALS			50			\$0	\$0	\$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	\$95	\$0	\$0
63	5523	POSTAGE/E-MAIL	45,992	47,984	49,039	48,679	37,704	\$16,302	\$0	\$0
64	5525	UTILITIES						\$0	\$0	\$0
65	5530	DEPRECIATION F/E	582	605	1,110	1,174	1,000	\$2,236	\$536	\$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	\$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	\$0
73	5599	MISC EXPENSE	8,410	7,430	5,902	2,767	2,325	\$1,969	\$13,701	\$0
74	5800	IMPAIRMENT / GW INTANGIBLE ASSETS								\$0
75	5901	IUT/CPU						\$0	\$0	\$0
76	5902	IUT/DATA PROC						\$0	\$0	\$0
77	5903	IUT/SUBS PROC	2,660					\$0	\$0	\$0
78	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0	\$0
79	5905	IUT/TELEPHONE						\$0	\$0	\$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	\$14	\$75	\$0
83	5910	IUT/REPRO CTR	18	18	71			\$0	\$0	\$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	\$495	\$7,000	\$0
89	5999	IUT/MISC						\$0	\$0	\$0
90	5911	IUT/OVERHEAD	2,148	2,124	67,611	51,325	50,118	\$81,510	\$69,059	\$0
91	5998	IUT/ALLOCATIONS						\$0	\$0	\$0
92	5600	TAXES/INCOME	(24,319)	0	0			\$0	\$0	\$0
93	Expenses		429,039	487,139	550,606	512,337	411,652	\$433,151	\$378,333	\$0
94										
95	Net		219,515	82,825	63,352	(47,606)	11,806	\$217,841	\$159,392	\$0

	A	B	C	D	E	F	G	H	I	J
1	ACRL RBM (FY24: see 3300) 3303-H									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget (needs updated)	2024 Budget
3	4601	RETURNS/CREDITS						\$0	(\$3)	\$0
4	4108	SALES/ALA STORE						\$0	\$0	\$0
5	4109	SALES/MISC	402	52			67	\$0	\$50	\$0
6	4110	SUBSCRIPTIONS	17,914	11,727	17,725	15,828	18,847	\$12,377	\$11,011	\$0
7	4140	ADVERTISING/GROSS	8,440	7,970	9,930	8,410	6,870	\$4,880	\$5,000	\$0
8	4143	ADVERTISING/ON-LINE	5,430	2,350	2,260	1,940	1,880	\$550	\$1,000	\$0
9	4610	COMMISSION/LINE ADV		(39)	(68)	(87)	(105)	(\$36)	(\$30)	\$0
10	4611	COMMISSION/SALES REP	(256)	(277)	(298)	(388)	(309)	(\$206)	(\$180)	\$0
11	4612	COMMISSION/ADVERTISING AGENCY						\$0	\$0	\$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	\$106	\$750	\$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	\$17,671	\$17,598	\$0
18										
19	5000	SALARIES & WAGES	3,916	4,409	2,552	4,407	3,095	\$5,839	\$3,576	\$0
20	5002	OVERTIME WAGES					5	\$117		\$0
21	5005	ATTRITION FACTOR					(890)	(\$493)		\$0
22	5010	EMPLOYEE BENEFITS	1,197	1,323	892	1,373	1,014	\$1,727	\$1,144	\$0
23	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0
24	5110	PROFESSIONAL SERVICES	800	800	800	800		\$1,600	\$800	\$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	\$56	\$0	\$0
28	5150	MESSENGER SERVICE	37	48	52	28		\$0	\$30	\$30
29	5151	DUPLICATION/OUTSIDE								\$0
30	5400	EDITORIAL/PROOFREADING/OUTSIDE	750	750	675	625	825	\$625	\$800	\$0
31	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0
32	5402	PRINTING-OUTSIDE	3,595	3,195	3,018	2,985	3,082	\$2,575	\$3,791	\$0
33	5403	BINDING-OUTSIDE	39	21				\$0	\$0	\$0
34	5404	DESIGN SERVICE-OUTSIDE						\$0	\$0	\$0
35	5406	REVIEW SERVICE						\$0	\$0	\$0
36	5410	MAIL SERVICE-OUTSIDE	788	665	654	656	645	\$634	\$890	\$0
37	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	381	371	260	155	31	\$16	\$350	\$0

	A	B	C	D	E	F	G	H	I	J
1	ACRL RBM (FY24: see 3300) 3303-H									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget (needs updated)	2024 Budget
38	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0
39	5420	COPYRIGHT FEES						\$0	\$0	\$0
40	5430	WEB OPERATING EXPENSES	8,475	2,201	2,182	2,922	2,778	\$2,462	\$3,150	\$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	\$533	\$1,000	\$0
44	5480	COST OF SALES						\$0	\$0	\$0
45	5500	SUPPLIES/OPERATING						\$0	\$0	\$0
46	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0
47	5522	TELEPHONE/FAX	6	28	10	8		\$0	\$35	\$0
48	5523	POSTAGE/E-MAIL	1,510	1,369	1,270	1,045	1,911	\$803	\$1,373	\$0
49	5525	UTILITIES						\$0	\$0	\$0
50	5530	DEPRECIATION F/E	17	15	17	30	17	\$44	\$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	\$0
54	5599	MISC EXPENSE	245	181	93	70.62	40.41	\$38	\$279	\$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	\$0
59	5909	IUT/DIST CTR		8				\$0	\$25	\$0
60	5910	IUT/REPRO CTR						\$0	\$0	\$0
61	5941	IUT/CHOICE						\$0	\$0	\$0
62	5942	IUT/ADVERTISING	2,124	1,891	2,027	2,160	1,419	\$83	\$1,250	\$0
63	5999	IUT/MISC						\$0	\$0	\$0
64	5911	IUT/OVERHEAD	4,575	3,019	3,958	3,626	3,639	\$2,341	\$2,332	\$0
65	5998	IUT/ALLOCATIONS						\$0	\$0	\$0
66	5600	TAXES/INCOME	(215)	0	0			\$0	\$0	\$0
67	Expenses		32,744	21,400	19,622	22,066	18,017	\$19,086	\$20,911	\$30
68										
69	Net		1,917	1,471	10,249	5,299	9,444	(\$1,415)	(\$3,313)	(\$30)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Web CE 3340											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE	81,545	102,650	22,255		37,418	(\$1,056)	\$24,375	\$24,374	15% of sponsored webinar revenue to cost-share with CHOICE. (Percentage was 40% in FY17, currently splitting 85/15 CHOICE/ACRL)	\$24,374
4	4104	SALES/RENTL MAIL LISTS						\$0	\$0	\$0		\$0
5	4105	SALES/WEBINARS/WEBCASTS/WEB CE	41,121	19,720	81,890	86,275	61,570	\$106,745	\$40,610	\$46,110	Online learning registration fees (multi-week online courses and one-shot webcasts). Online courses: 3 total online courses x 18 participants each @ \$135 = \$7,290 Webcasts: 22 live webcasts with 30 registrants each (550 total) with an average reg fee of \$75 (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.	\$56,790
6	4109	SALES/MISC										
7	4140	ADVERTISING/GROSS						\$0	\$0	\$0	CHOICE sponsored revenue recognized in 4103	\$0
8	4143	ADVERTISING/ON-LINE						\$0	\$0	\$0		\$0
9	4602	SALES/BOOKS-DISCOUNT						\$100				
10	4610	COMMISSION/LINE ADV						\$0	\$0	\$0		\$0
11	4611	COMMISSION/SALES REP	(4,639)	(954)	(447)	(2,058)	(2,824)	(\$2,121)	(\$1,097)	(\$3,656)	Commissions on ACRL-CHOICE sponsored webcasts. 15% of cost-share with CHOICE. Updated based on historical actuals.	(\$3,656)
12	4429	OVRLD-EXMPT REVENUE/DIVISIONS						\$0	\$0	\$0		\$0
13	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
14	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
15	Revenues		118,027	121,416	103,698	84,217	96,164	\$103,668	\$63,888	\$66,828		\$77,508
16												
17	5000	SALARIES & WAGES	12,053	27,143	15,636	28,780	22,073	\$32,959	\$16,090	\$42,894	Salaries @ % of ACRL salaries listed in matrix	\$36,766
18	5001	WAGES/TEMPORARY EMPLOYEES										
19	5002	OVERTIME WAGES										
20	5005	ATTRITION FACTOR					(6,431)	(\$3,035)	\$0	\$0		\$0
21	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
22	5010	EMPLOYEE BENEFITS	3,683	8,142	4,817	8,963	7,230	\$9,608	\$5,149	\$13,726	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting Course development, 1 new Moodle courses x \$1,000 = \$1,000	\$11,765
23	5110	PROFESSIONAL SERVICES	3,185	4,430	5,894	495	11,914	\$1,740	\$2,000	\$1,000		\$1,000
24	5120	LEGAL FEES										
25	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
26	5122	BANK S/C	1,233	2,926	1,537	1,738	1,832	\$557	\$1,157	\$1,314	Bank Charges	\$1,619
27	5130	LOBBYING / CONSULTING										
28	5304	SPEAKER/GUEST EXPENSE						\$0	\$0	\$0		\$0
29	5305	SPEAKER/GUEST HONORARIUM	300	7,519	2,274	4,739	6,976	\$13,385				
30	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
31	5350	PROGRAM ALLOCATION			101			\$0	\$0	\$0		\$0
32	5420	COPYRIGHT FEES						\$0	\$0	\$0	Copyright fees	\$0
33	5430	WEB OPERATING EXPENSES	5,971	3,467	2,744	672		\$9,998	\$0	\$0	Web Operating Expenses	\$0
34	5431	WEBINAR/WEBCASTS/WEB CE EXP	1,956					\$748	\$4,461	\$4,500	85/15 expense split with CHOICE; 15% expenses recognized in budget.	\$4,500

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Web CE 3340											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
35	5525	UTILITIES						\$0	\$0	\$0		\$0
36	5530	DEPRECIATION F/E	52	91	107	196	126	\$365	\$0	\$0		\$0
37	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
38	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0	\$0		\$0
39	5533	DO NOT USE N/S Intangible Assets										
40	5540	ROYALTY EXPENSE	3,218	1,581	0	0	150	\$563	\$4,061	\$4,611	Presenter royalty payments: 10% x registration revenue for webcasts and online courses	\$5,679
41	5541	COLLECTION EXPENSE										
42	5543	BAD DEBT EXPENSE	606	503	405	0	(1,514)	\$381	\$381	\$381	Bad debt (1% of gross revenues)	\$381
43	5544	INTEREST EXPENSE						\$0	\$0	\$0		\$0
44	5545	TAXES/PROPERTY						\$0	\$0	\$0		\$0
45	5550	PROMOTION						\$0	\$0	\$0		\$0
46	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
47	5599	MISC EXPENSE	753	1,116	567	460	292	\$321	\$1,254	\$2,766	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.	\$2,418
48	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
49	5909	IUT/DIST CTR	7	10				\$17	\$0	\$0	IUT-Distribution	\$0
50	5940	IUT/REGISTRATION PROCESSING	2,207	2,998	1,809	2,639	2,283	\$1,499	\$3,988	\$2,888	IUT-Registration Processing: \$3.25 per registrant for online courses and webcasts. Based on 550 online learning attendees.	\$1,788
51	5941	IUT/CHOICE						\$0	\$0	\$0		\$0
52	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
53	5999	IUT/MISC						\$45	\$0	\$0		\$0
54	5911	IUT/OVERHEAD	16,192	16,153	13,740	11,159	12,742	\$13,736	\$5,381	\$6,110	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues (4105)	\$7,525
55	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
56	5600	TAXES/INCOME	0	0	0						3% of advertising revenues	
57	Expenses		\$51,415	\$76,078	\$49,631	\$59,841	\$57,671	\$82,887	\$43,922	\$80,190		\$73,441
58												
59	Net		\$66,612	\$45,339	\$54,067	\$24,376	\$38,493	\$20,781	\$19,966	(\$13,362)		\$4,067

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Licensed Workshops 3341											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE					24,430	\$0	\$0			
4	4200	REGISTRATION FEES		19,430	630			\$0	\$9,205	\$0	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. 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		\$0
7	Revenues		\$55,795	\$179,680	\$77,000	\$39,000	\$30,430	\$37,650	\$66,205	\$63,000		\$63,000
8												
9	5000	SALARIES & WAGES	29,636	35,313	26,633	36,536	24,559	\$15,271	\$28,732	\$30,638	Salaries @ % of ACRL salaries listed in the salary matrix	\$30,638
10	5001	WAGES/TEMPORARY EMPLOYEES										
11	5002	OVERTIME WAGES										
12	5005	ATTRITION FACTOR					(7,156)	(\$2,735)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS	9,056	10,593	8,204	11,379	8,044	\$4,452	\$9,194	\$9,804	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$9,804
15	5122	BANK S/C		128	214			\$0	\$1,821	\$1,733	Bank service fees	\$1,733
16	5130	LOBBYING / CONSULTING										
17	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
18	5141	MAINTENANCE AGREEMENTS										
19	5150	MESSENGER SERVICE	38	416	54	70		\$0	\$0	\$0	0	\$0
20	5151	DUPLICATION/OUTSIDE										
21	5210	TRANSPORTATION	1,437					\$0	\$0	\$0		\$0
22	5300	FACILITIES RENT						\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Licensed Workshops 3341											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
23	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0		\$0
24	5302	MEAL FUNCTIONS		2,793				\$0	\$1,540	\$0		\$0
25	5303	EXHIBITS						\$0	\$0	\$0		\$0
26	5304	SPEAKER/GUEST EXPENSE	5,511	6,310	1,331	958		\$1,559	\$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.	\$0
											Per person costs: \$450 flight, \$200 hotel x 1.5 nights, \$50 per diem x 2 days. \$75 around transportation.	
27	5305	SPEAKER/GUEST HONORARIUM	22,951	55,625	24,998	14,250	9,325	\$24,272	\$18,000	\$18,000	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.	\$18,000
28	5306	AWARDS						\$0	\$0	\$0		\$0
29	5307	SECURITY SERVICES						\$0	\$0	\$0		\$0
30	5308	SPECIAL TRANSPORTATION						\$0	\$0	\$0		\$0
31	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR		3,588	2,483	570		\$0	\$0	\$0		\$0
32	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
33	5350	PROGRAM ALLOCATION	0	750	1,500	1,195	2,749	\$940	\$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		\$0
35	5402	PRINTING-OUTSIDE		734				\$0	\$0	\$0	0	\$0
36	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
37	5525	UTILITIES						\$0	\$0	\$0		\$0
38	5530	DEPRECIATION F/E	128	118	181	249	140	\$169	\$0	\$0		\$0
39	5599	MISC EXPENSE	1,992	1,592	1,040	659	325	\$149	\$2,239	\$1,976	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.	\$2,015
								\$0	\$0	\$0	IUT-Distribution	
40	5909	IUT/DIST CTR		9	31			\$0	\$0	\$0		\$0
41	5910	IUT/REPRO CTR	309	74	366			\$0	\$0	\$0	IUT-Reprographics	\$0
42	5911	IUT/OVERHEAD	7,365	26,283	10,286	5,168	4,032	\$4,989	\$8,772	\$8,348	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		\$0
44	5600	TAXES/INCOME										
45	Expenses		\$78,422	\$144,325	\$77,320	\$71,033	\$42,018	\$49,066	\$77,798	\$77,999	\$0	\$78,038
46												
47	Net		(\$22,627)	\$35,355	(\$320)	(\$32,033)	(\$11,588)	(\$11,416)	(\$11,593)	(\$14,999)	\$0	(\$15,038)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Non-Periodical Pubs 3400											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024	2025 Notes	2025 Budget
3	4100	SALES/BOOKS	317,939	376,051	302,128	237,341	169,666	\$251,012	\$198,500	\$240,000	Backlist sales: \$100,000 (200 titles @ \$500/title) Sales of new books: \$140,000 (17 new titles @ \$8,235.29/title)	\$240,000
4	4601	RETURNS/CREDITS	(27,280)	(24,719)	(26,572)	(31,416)	(11,918)	(\$14,743)	(\$14,888)	(\$24,000)	Returns, @ 10% of sales.	(\$24,000)
5	4602	SALES/BOOKS-DISCOUNT	(17,363)	(878)	(299)			\$0	\$0	\$0		\$0
6	4103	SALES - ONLINE						\$0	\$0	\$0		\$0
7	4421	ROYALTIES	14,831	38,020	63,640	69,905	94,088	\$133,441	\$90,000	\$115,000	Royalties from Univ. of So. Carolina, ALA, MIT Press, Haworth, EBSCO, ProQuest, Gardners, etc	\$115,000
8		Revenues	\$288,126	\$388,475	\$338,897	\$275,831	\$251,835	\$369,710	\$273,612	\$331,000		\$331,000
9												
10	5000	SALARIES & WAGES	76,896	102,634	91,519	118,321	80,737	\$101,073	\$91,369	\$97,430	Salaries @ % of ACRL salaries listed in the salary matrix	\$97,430
11	5005	ATTRITION FACTOR					(23,524)	(\$10,369)				
12	5010	EMPLOYEE BENEFITS	23,498	30,787	28,193	36,851	26,444	\$29,464	\$29,238	\$31,178	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$31,178
13	5122	BANK S/C	42	5				\$14	\$0	\$15	Bank Credit card	\$0
14	5150	MESSENGER SERVICE	52	39				\$0	\$0	\$0	Messenger	\$0
15	5400	EDITORIAL/PROOFREADING/OUTSIDE	10,959	20,688	16,475	10917.2	17818.39	\$26,137	\$22,100	\$36,000	Editorial/Proofreading (17 @ \$2200)	\$37,400
16	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0	Typesetting	\$0
17	5402	PRINTING-OUTSIDE	26,255	33,411	32,056	26,536	19,177	\$29,163	\$39,100	\$42,400	Outside printing of 17 new titles @ \$1800/title, \$10,000 for reprints	\$40,600
18	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
19	5404	DESIGN SERVICE-OUTSIDE	161	80	241	6,302	88	\$12	\$3,000	\$3,000	Potential design of 1 of the 17 new books	\$3,000
20	5406	REVIEW SERVICE						\$0	\$0	\$0		\$0
21	5410	MAIL SERVICE-OUTSIDE			67			\$0	\$0	\$0		\$0
22	5411	ADVERTISING/SPACE						\$0	\$0	\$0	Advertising space purchase	\$0
23	5412	ADVERTISING/DIRECT						\$0	\$5,000	\$5,000	Printing/distribution of Publications catalogs and flyers	\$5,000
24	5413	MAIL LIST RENTAL						\$0	\$0	\$0	Mailing list rental	\$0
25	5414	SUPPLIES/PRODUCTION						\$0	\$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	\$294	\$60	\$250	Pre-Press/Photographic	\$200
27	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0		\$0
28	5420	COPYRIGHT FEES		3,000				\$0	\$935	\$990	Copyright fees 17 new books @ \$55 each	\$935
29	5433	ORDER PROCESSING/FULFILLMENT	24,220	31,331	22,775	27,331	26,875	\$23,520	\$21,835	\$33,600	Transaction Fee/Order Fulfillment, calculated at 14% of sales (line 4100)	\$33,600
30	5480	COST OF SALES	56,318	70,029	38,553	37,488	41,911	\$42,914	\$35,730	\$45,600	Cost of sales, calculated as 19% of sales (line 4100)	\$45,600
31	5490	INVENTORY ADJUSTMENT	(35,943)	(55,342)	(79,262)	(50,507)	40,792	(\$74,883)	(\$65,195)	(\$82,640)	Inventory adjustment. Total of lines 5400, 5401, 5402, 5404, 5415, and 5420.	(\$82,135)
32	5499	INVENTORY RESERVE ADJUSTMENT	2,000	4,329	2,000	2,001	2,000	\$2,000	\$1,000	\$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	\$3,721	\$5,000	\$5,000	Mailing books to reviewers and authors	\$5,000
34	5525	UTILITIES						\$0	\$0	\$0		\$0
35	5530	DEPRECIATION F/E	333	344	624	806	459	\$1,119	\$0	\$0		\$0
36	5540	ROYALTY EXPENSE	22,594	27,116	20,598	12,637	8,181	\$8,156	\$9,925	\$12,000	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)	\$12,000
37	5541	COLLECTION EXPENSE										
38	5543	BAD DEBT EXPENSE	3,446	3,667	4,000	(0)	(11,113)	\$4,000	\$4,000	\$4,000	Bad debt, 1% of gross revenues	\$4,000
39	5599	MISC EXPENSE	4,730	4,222	3,317	1892.7	1067.7	\$985	\$7,119	\$6,283	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.	\$6,408
40	5909	IUT/DIST CTR	1,117	939	1,259	557		\$0	\$0	\$0	IUT-Distribution	\$0
41	5910	IUT/REPRO CTR	53	18	24			\$0	\$0	\$0	IUT-Reprographics	\$0
42	5941	IUT/CHOICE						\$0	\$4,309	\$0	Support to CHOICE for management of publishing initiatives.	\$0
43	5911	IUT/OVERHEAD	36,075	46,260	36,472	27,285	20,902	\$31,306	\$36,254	\$43,858	IUT-Overhead - Revenues from sales of books are charged 50% of ALA overhead rate on revenues (4100+4103+4601).	\$43,858
44	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
45		Expenses	\$256,695	\$330,329	\$223,970	\$262,137	\$255,133	\$218,626	\$250,779	\$284,964		\$285,074
46												
47		Net	\$31,431	\$58,146	\$114,927	\$13,693	(\$3,297)	\$151,084	\$22,833	\$46,036		\$45,926

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Equity, Diversity & Inclusion 3402											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
20	5301	CONFERENCE EQUIPMENT RENTAL			3,696			\$0	\$0	\$0		\$0
21	5302	MEAL FUNCTIONS			6,394							
22	5303	EXHIBITS						\$0	\$0	\$0		\$0
23	5304	SPEAKER/GUEST EXPENSE			2,535							
24	5305	SPEAKER/GUEST HONORARIUM			4,750		200	\$0	\$7,800	\$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	\$0	See project 3838 scholarships for ALA Spectrum Scholars; ACRL support for 2 scholars = \$7,000 x 2 = \$14,000	\$0
26	5350	PROGRAM ALLOCATION		7,304	8,105		11,188	\$3,207	\$2,500	\$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		\$0
28	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
29	5500	SUPPLIES/OPERATING			574			\$0	\$200	\$200	Supplies	\$200
30	5525	UTILITIES						\$0	\$0	\$0		\$0
31	5530	DEPRECIATION F/E	44	54	68	66	83	\$328	\$0	\$0		\$0
32	5543	BAD DEBT EXPENSE			148		(148)	\$148	\$148	\$148		\$148
33	5599	MISC EXPENSE	631	663	363	155	194	\$289	\$2,095	\$2,371	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.	\$1,612
34	5909	IUT/DIST CTR						\$0	\$0	\$0	IUT-Distribution	\$0
35	5910	IUT/REPRO CTR	175		160			\$0	\$200	\$200	IUT-Reprographics	\$200
36	5911	IUT/OVERHEAD	2,303	3,366	388			\$9,408	\$5,963	\$4,505	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		\$0
38	5600	TAXES/INCOME										
39	Expenses		\$16,429	\$32,770	\$42,920	\$15,152	\$27,019	\$49,201	\$67,343	\$79,490		\$62,554
40												
41	Net		\$1,021	(\$7,270)	(\$12,990)	(\$1,152)	\$1,481	(\$13,701)	(\$39,843)	(\$57,490)		(\$40,554)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL New Roles 3403											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES				0	0	\$0	\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0	Misc. Revenue	\$0
5	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6												
7	5000	SALARIES & WAGES	2,832	2,898	4,245	8,736	10,057	\$11,060	\$11,768	\$12,549	Salaries at % of ACRL total salaries listed in salary matrix	\$12,549
8	5001	WAGES/TEMPORARY EMPLOYEES										
9	5002	OVERTIME WAGES										
10	5005	ATTRITION FACTOR					(2,930)	(\$1,753)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	866	869	1,308	\$2,721	3,294	\$3,224	\$3,766	\$4,016	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$4,016
13	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
14	5350	PROGRAM ALLOCATION		10,000	1,500	4,875	5,000	\$350	\$4,000	\$3,000	\$1000 for potential goal-area activities in consultation with the chair of the New Roles and Changing Landscapes Committee	\$1,000
15	5530	DEPRECIATION F/E				60	57	\$122				
16	5550	PROMOTION						\$0	\$0	\$0		\$0
17	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
			177	119	154	140	133	\$108	\$917	\$809	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.	\$825
18	5599	MISC EXPENSE										
19	5600	TAXES/INCOME										
20	Expenses		\$3,875	\$13,886	\$7,207	\$16,532	\$15,611	\$13,111	\$20,451	\$20,374		\$18,390
21												
22	Net		(\$3,875)	(\$13,886)	(\$7,207)	(\$16,532)	(\$15,611)	(\$13,111)	(\$20,451)	(\$20,374)		(\$18,390)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Council of Liaisons 3501											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES				0	0	\$0	\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0	Misc. Revenue	\$0
5	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6												
7	5000	SALARIES & WAGES	13,635	13,475	9,081	3,511	4,598	\$7,779	\$5,380	\$5,737	Salaries at % of ACRL total salaries listed in salary matrix	\$5,737
8	5001	WAGES/TEMPORARY EMPLOYEES										
9	5002	OVERTIME WAGES										
10	5005	ATTRITION FACTOR					(1,340)	(\$1,348)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	4,166	4,041	2,797	\$1,094	1,506	\$2,268	\$1,722	\$1,836	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$1,836
13	5015	TUITION REIMBURSEMENT						\$0	\$0	\$0		\$0
14	5016	PROFESSIONAL MEMBERSHIPS	9,983	8,850	6,779	12,696	10,156	\$9,960	\$12,150	\$12,400	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		\$0
17	5212	LODGING & MEALS			165			\$0	\$0	\$0		\$0
18	5214	ENTERTAINMENT						\$0	\$0	\$0		\$0
19	5216	BUSINESS MEETINGS	125					\$0	\$0	\$0	Business meetings, registration fees (charged to 5350)	\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	22,801	16,986	21,696	8,404	1,615	\$7,917	\$15,000	\$10,000	\$15,000 to support strategic liaison relationships as needed and awarded by the External Liaisons Committee.	\$15,000
22	5530	DEPRECIATION F/E	59	45	62	24	26	\$86	\$0	\$0		\$0
23	5599	MISC EXPENSE	852	554	329	56	61	\$76	\$419	\$370	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.	\$377
24	5600	TAXES/INCOME										
25	Expenses		51,730	43,951	41,205	25,803	16,621	\$26,738	\$34,671	\$30,343		\$35,350
26												
27	Net		(51,730)	(43,951)	(41,205)	(25,803)	(16,621)	(\$26,738)	(\$34,671)	(\$30,343)		(\$35,350)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Scholarly Communication 3702											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4421	ROYALTIES						\$0	\$0	\$0		\$0
6	4429	OVRLD-EXMPT REVENUE/DIVISIONS						\$0	\$0	\$0		\$0
7	4430	MISCELLANEOUS FEES	10,000	10,000	9,856			\$0	\$0	\$0		\$0
8	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
9	Revenues		\$10,000	\$10,000	\$9,856	\$0	\$0	\$0	\$0	\$0		\$0
10												
11	5000	SALARIES & WAGES	13,690	28,634	40,151	20,626	5,015	\$7,031	\$37,927	\$40,443	Salaries @ % of ACRL salaries listed in salary matrix	\$40,443
12	5001	WAGES/TEMPORARY EMPLOYEES										
13	5002	OVERTIME WAGES										
14	5005	ATTRITION FACTOR					(1,461)	(\$4,584)	\$0	\$0		\$0
15	5009	ACCURED VACATION WAGES						\$0	\$0	\$0		\$0
16	5010	EMPLOYEE BENEFITS	4,184	8,589	12,369	6,424	1,642	\$2,050	\$12,137	\$12,942	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$12,942
17	5041	BLUE CROSS REFUND										
18	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
19	5110	PROFESSIONAL SERVICES	(970)					\$0	\$0	\$0		\$0
20	5120	LEGAL FEES						\$0	\$0	\$0		\$0
21	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
22	5122	BANK S/C	114	114	57			\$0	\$0	\$0	0	\$0
23	5130	LOBBYING / CONSULTING										
24	5150	MESSENGER SERVICE				103						
25	5210	TRANSPORTATION	7,144		690	95		\$0	\$0	\$0		\$0
26	5212	LODGING & MEALS	0		(251)	25		\$0	\$0	\$0		\$0
27	5304	SPEAKER/GUEST EXPENSE	4,346	10,825	9,132	446.76		\$0	\$0	\$0		\$0
28	5305	SPEAKER/GUEST HONORARIUM	8,796	7,500	8,250			\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Scholarly Communication 3702											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
29	5350	PROGRAM ALLOCATION	31,938	61,600	81,513	58,833	18,483	\$16,167	\$12,750	\$12,985	• \$1,000 scholarly communication activities TBD and travel, in consultation with the chair of the ReSEC; • \$7,950 for SPARC dues; • \$5,000 for Open Access Working Group:	\$13,950
30	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
31	5404	DESIGN SERVICE-OUTSIDE	0		12			\$0	\$0	\$0		\$0
32	5523	POSTAGE/E-MAIL						\$0	\$0	\$0		\$0
33	5525	UTILITIES						\$0	\$0	\$0		\$0
34	5530	DEPRECIATION F/E	59	96	274	141	29	\$78	\$0	\$0		\$0
35	5560	ORG SUPPORT/CONTRIBUTION						\$0				
36	5599	MISC EXPENSE	855	1,178	1,455	330	216	\$69	\$2,955	\$2,608	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.	\$2,660
37	5909	IUT/DIST CTR						\$0	\$0	\$0		\$0
38	5910	IUT/REPRO CTR			119			\$0	\$0	\$0		\$0
39	5999	IUT/MISC						\$0	\$0	\$0		\$0
40	5911	IUT/OVERHEAD	1,320	1,320	1,306			\$0	\$0	\$0		\$0
41	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
42	5600	TAXES/INCOME										
43	Expenses		\$71,476	\$119,856	\$155,076	\$87,024	\$23,924	\$20,811	\$65,769	\$68,978		\$69,995
44												
45	Net		(\$61,476)	(\$109,856)	(\$145,220)	(\$87,024)	(\$23,924)	(\$20,811)	(\$65,769)	(\$68,978)		(\$69,995)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Value of Academic Libraries 3703											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRLD-EXMPT REVENUE/DIVISIONS		0	37,250	0	0	\$0	\$0	\$0		\$0
4	4430	MISCELLANEOUS FEES				0	0	\$0	\$0	\$0		\$0
5	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0		\$0
6	Revenues		\$0	\$0	\$37,250	\$0	\$0	\$0	\$0	\$0		\$0
7												
8	5000	SALARIES & WAGES	22,121	61,410	17,423	23,667	2,931	\$7,964	\$18,963	\$20,221	Salaries @ % of ACRL salaries in salary matrix	\$7,966
9	5005	ATTRITION FACTOR					(854)	(\$3,641)				
10	5010	EMPLOYEE BENEFITS	6,759	18,421	5,367	\$7,371	960	\$2,322	\$6,068	\$6,471	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$2,549
11	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
12	5110	PROFESSIONAL SERVICES	1,064	198				\$0	\$0	\$0		\$0
13	5151	DUPLICATION/OUTSIDE										
14	5210	TRANSPORTATION	2,823		495			\$0	\$0	\$0		\$0
15	5212	LODGING & MEALS	2,301		41			\$0	\$0	\$0		\$0
16	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0		\$0
17	5302	MEAL FUNCTIONS	4,890					\$0	\$0	\$0		\$0
18	5350	PROGRAM ALLOCATION	68,341	34,598	33,775	(332)	(1,210)	\$300	\$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		\$0
20	5530	DEPRECIATION F/E	96	206	119	161	17	\$88	\$0	\$0		\$0
21	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
22	5599	MISC EXPENSE	1,382	2,526	631	379	39	\$78	\$1,478	\$1,304	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.	\$524
23	5909	IUT/DIST CTR						\$0	\$0	\$0		\$0
24	5910	IUT/REPRO CTR		709				\$0	\$0	\$0		\$0
25	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
26	5600	TAXES/INCOME										
27	Expenses		\$109,776	\$118,069	\$57,851	\$31,246	\$1,882	\$7,111	\$27,509	\$28,996		\$12,039
28												
29	Net		(\$109,776)	(\$118,069)	(\$20,601)	(\$31,246)	(\$1,882)	(\$7,111)	(\$27,509)	(\$28,996)		(\$12,039)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Government Relations 3704											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0		\$0
4	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
5												
6	5000	SALARIES & WAGES	13,690	19,899	12,546	12,722	1,931	\$7,563	\$13,792	\$14,706	Salaries @ % of ACRL salaries in salary matrix	\$6,128
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(563)	(\$2,427)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	4,184	5,969	3,865	3,962	632	\$2,205	\$4,413	\$4,706	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$1,961
12	5210	TRANSPORTATION				10						
13	5212	LODGING & MEALS				22						
14	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR						\$0	\$0	\$0		\$0
15	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
16	5350	PROGRAM ALLOCATION	17,671	29,915	25,678	18,488	15,000	\$11,667	\$2,000	\$6,000	\$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		\$0
18	5530	DEPRECIATION F/E	59	67	85	87	11	\$84	\$0	\$0		\$0
19	5599	MISC EXPENSE	855	818	455	204	26	\$74	\$1,075	\$948	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.	\$403
20	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
21	5600	TAXES/INCOME										
22	Expenses		\$36,459	\$56,668	\$42,629	\$35,495	\$17,037	\$19,166	\$21,280	\$26,360		\$14,492
23												
24	Net		(\$36,459)	(\$56,668)	(\$42,629)	(\$35,495)	(\$17,037)	(\$19,166)	(\$21,280)	(\$26,360)		(\$14,492)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Student Learning Initiatives 3711											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE								\$64,026	Sales of the TATIL test based on FY23 actuals, including two annual subscriptions of \$10,000 +-. Includes 20% increase	\$66,000
4	Revenues		0	0	0	0	0	\$0	\$0	\$64,026		\$66,000
5												
6	5000	SALARIES & WAGES	4,249	3,015	5,280	309	1,070	\$7,687	\$25,399	\$39,707	Salaries % of ACRL total salaries listed in the salary matrix	\$24,511
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(312)	(\$3,134)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	1,301	904	1,626	96	350	\$2,241	\$8,128	\$12,706	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$7,843
12	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
13	5110	PROFESSIONAL SERVICES	1,366					\$0	\$0	\$0		\$0
14	5150	MESSENGER SERVICE	12					\$0	\$0	\$0		\$0
15	5151	DUPLICATION/OUTSIDE										
16	5210	TRANSPORTATION	1,522					\$1,129	\$0	\$0		\$0
17	5212	LODGING & MEALS	435					\$43	\$0	\$0		\$0
18	5304	HONORARIUM						\$0	\$0	\$0		\$0
19	5305	SPEAKER/GUEST HONORARIUM	5,250					\$0	\$0	\$0		\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	33,542	26,500	26,500		1,000	\$5,000	\$12,000	\$15,400	Maintenance and development of the Information Literacy Sandbox (\$8,400); potential SLILC activities (\$1,000);	\$9,400
22	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE	23					\$0	\$0	\$0		\$0
25	5420	COPYRIGHT FEES						\$0	\$0	\$0		\$0
26	5430	WEB OPERATING EXPENSES	2,970	6,780	10,870	10,082	19,798	\$3,055	\$2,450	\$42,530	IL Sanbox hosting(\$2450), SDI Hosting (\$350/month), AWS Fee (\$140/month) Community Attributes maintenance (\$1,500/month = \$18K/year), \$10,000 for TATIL improvements	\$36,330
27	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
28	5500	SUPPLIES/OPERATING	119					\$0	\$0	\$0		\$0
29	5525	UTILITIES						\$0	\$0	\$0		\$0
30	5530	DEPRECIATION F/E	18	10	36	2	6	\$85	\$26,600	\$53,200	TATIL redevelopment and purchase, depreciation through FY28	\$53,200
31	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
32	5599	MISC EXPENSE	265	124	191	5	14	\$75	\$1,979	\$2,561	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.	\$1,612
33	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
34	5909	IUT/DIST CTR						\$0	\$0	\$0	IUT-Distribution	\$0
35	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT - Reprographics	\$0
36	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
37	5999	IUT/MISC						\$0	\$0	\$0	IUT-Misc.	\$0
38	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
39	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
40	5600	TAXES/INCOME										
41	Expenses		\$51,071	\$37,333	\$44,503	\$10,493	\$21,927	\$16,181	\$76,556	\$166,104		\$132,896
42												
43	Net		(\$51,071)	(\$37,333)	(\$44,503)	(\$10,493)	(\$21,927)	(\$16,181)	(\$76,556)	(\$102,078)		(\$66,896)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL	Project Outcome	3712									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRRD-EXMPT REVENUE/DIVISIONS		0	37,250			\$0	\$0	\$0	0	\$0
4	4430	MISCELLANEOUS FEES										
5	4490	MISCELLANEOUS REVENUE				1,500	4,400	\$900	\$13,910	\$6,950	Revenue from 1 new group account (\$750), paid learning (\$2,800), and revenue from Project Outcome book sales (\$7,000)	\$10,550
6	4611	COMMISSION/SALES REP					(113)	\$0	(\$225)			
7	Revenues		\$0	\$0	\$37,250	\$1,500	\$4,288	\$900	\$13,685	\$6,950		\$10,550
8												
9	5000	SALARIES & WAGES		26,357	8,772	70,752	17,322	\$23,071	\$20,269	\$33,825	Salaries @ % of ACRL salaries in salary matrix	\$33,825
10	5001	WAGES/TEMPORARY EMPLOYEES										
11	5002	OVERTIME WAGES										
12	5005	ATTRITION FACTOR					(5,047)	(\$2,947)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS		7,907	2,702	22,036	5,674	\$6,726	\$6,486	\$10,824	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$10,824
15	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
16	5110	PROFESSIONAL SERVICES			184,793	11,960		\$956	\$0	\$0		\$0
17	5120	LEGAL FEES						\$0	\$0	\$0		\$0
18	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
19	5122	BANK S/C						\$0	\$0	\$0	Bank fees	\$0
20	5210	TRANSPORTATION			346			\$0	\$0	\$0		\$0
21	5212	LODGING & MEALS			274	1,014		\$0	\$0	\$0		\$0
22	5303	EXHIBITS						\$0	\$0	\$0		\$0
23	5304	SPEAKER/GUEST EXPENSE						\$0	\$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	L
1	ACRL	Project Outcome	3712									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
24	5305	SPEAKER/GUEST HONORARIUM					600	\$2,950	\$400	\$400	Workshop presenter honorarium (\$400 each)	\$400
25	5306	AWARDS				(13,000)		\$0	\$0	\$0		\$0
26	5350	PROGRAM ALLOCATION		14,254	18,884	18,925	320	\$0	\$0	\$0		\$0
27	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
28	5402	PRINTING-OUTSIDE						\$0	\$300	\$300	Printing flyers	\$300
29	5420	COPYRIGHT FEES						\$0	\$0	\$0		\$0
30	5430	WEB OPERATING EXPENSES			11,415	81,148	57,885	\$57,392	\$60,300	\$59,700	Monthly web maintenance costs for the ACRL Project Outcome toolkit. This includes \$250/month for Amazon Web Services (hosting), \$425/month for server management. Community Attributes is paid monthly for maintenance and ad hoc troubleshooting (estimated at \$3,000/month = \$30K/year). An additional \$20,000 is included for site improvements and new features.	\$64,100
31	5525	UTILITIES						\$0	\$0	\$0		\$0
32	5530	DEPRECIATION F/E		88	60	482	99	\$255	\$0	\$0		\$0
33	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
34	5599	MISC EXPENSE		1,084	318	1,133	229	\$234	\$1,579	\$2,181	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.	\$2,225
35	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
36	5909	IUT/DIST CTR				6						
37	5942	IUT/ADVERTISING					91	\$0	\$350	\$350		
38	5999	IUT/MISC			20,000			\$0	\$0	\$0		\$0
39	5911	IUT/OVERHEAD					583	\$119	\$1,813	\$921	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues	\$1,398
40	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
41	5600	TAXES/INCOME										
42	Expenses		\$0	\$49,690	\$247,565	\$194,456	\$77,755	\$88,756	\$91,497	\$108,501		\$113,072
43												
44	Net		\$0	(\$49,690)	(\$210,315)	(\$192,956)	(\$73,468)	(\$87,856)	(\$77,812)	(\$101,551)		(\$102,522)

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL RBMS Conference 3800											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
21	5210	TRANSPORTATION	2,667	2,081	3,404	2,097		\$781	\$3,400	\$3,400	Site visit for 3 people Conf Chair/Section Chair and Conf Mgr, plus 3 staff flights for conference at \$400 each + \$600 in bus/cab/local transportation	\$3,000
22	5212	LODGING & MEALS	1,346	1,017	2,265	80		\$1,358	\$2,500	\$2,500	Site Visit 3 people x 2 nights lodging comp + 3 people x 3 days per diem @ \$60 ea. 3 Staff Person onsite @ 4 nights \$210 (\$150 hotel, \$60 per diem) + Exec Director Lodging + per diem @ 3 nights \$210 per (based on prior actual)	\$3,690
23	5214	ENTERTAINMENT		3,352	160	914		\$0	\$2,500	\$0	N/A no entertainment	\$0
24	5300	FACILITIES RENT	3,812	1,674				\$0	\$500	\$0	22K in Meeting Room Rental +15K in Conf Services Mgmt Fees (less 25K from Walpole and 10K from Beinecke)	\$2,000
25	5301	CONFERENCE EQUIPMENT RENTAL	13,478	23,389	26,723			\$0	\$20,000	\$26,500	Standard in Room Equipment/staffing at 15000 with Media Support Services less 15K Beinecke	\$0
26	5302	MEAL FUNCTIONS	39,771	78,916	47,373			\$0	\$36,900	\$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, Beinecke Reception gratis 25K of 50K in total support - all budgeted at 66% In-person (6% increase from '23)	\$40,590
27	5303	EXHIBITS						\$0	\$0	\$0		\$0
28	5304	SPEAKER/GUEST EXPENSE	3,288	4,524	2,486			\$0	\$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	\$5,600	\$2,000	\$2,000	Speaker Honorarium Plenary 4 @ 500 ea.	\$2,000
30	5306	AWARDS						\$0	\$0	\$0		\$0
31	5307	SECURITY SERVICES						\$0	\$0	\$0		\$0
32	5308	SPECIAL TRANSPORTATION	6,634	3,066	2,872			\$0	\$3,000	\$0	N/A no busing included	\$0
33	5402	PRINTING-OUTSIDE	4,721	2,826	3,214			\$0	\$800	\$800	No postcard, no book, 800 workshops	\$800
34	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
35	5500	SUPPLIES/OPERATING	6,407	5,390	1,133	1,228	614	\$197	\$1,500	\$1,500	3 Scooters \$750+ Napkins \$700+\$100 Ribbons +\$100 Binders	\$1,750
36	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
37	5523	POSTAGE/E-MAIL	686	716				\$0	\$0	\$0	No mailing	\$0
38	5525	UTILITIES						\$0	\$0	\$0		\$0
39	5530	DEPRECIATION F/E	133	135	260	179	227	\$597	\$0	\$0		\$0
40	5543	BAD DEBT EXPENSE	100	100	250		(450)	\$250	\$250	\$250	Bad debt based on FY18 actuals	\$250
41	5560	ORG SUPPORT/CONTRIBUTION			(5,655)		(5,289)	(\$11,800)	(\$6,000)	(\$6,000)	8000 cover schol reg fees (7785 in '23)	(\$8,000)
42	5599	MISC EXPENSE	1,917	1,657	1,382	420	529	\$526	\$2,991	\$2,640	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.	\$2,692
43	5909	IUT/DIST CTR	49	68	23	8		\$0	\$50	\$0	IUT Distribution	\$0
44	5910	IUT/REPRO CTR	246	55	240			\$0	\$250	\$200	IUT Reprographics	\$200
45	5940	IUT/REGISTRATION PROCESSING	3,465	1,586	3,932	1,484		\$0	\$0	\$0	IUT Registration: included in platform expenses	\$0
46	5942	IUT/ADVERTISING						\$0	\$0	\$0	IUT Advertising	\$0
47	5999	IUT/MISC						\$0	\$0	\$0		\$0
48	5911	IUT/OVERHEAD	37,054	43,018	38,465		17,219	\$29,240	\$29,226	\$27,611	IUT General overhead	\$28,917
49	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
50	5600	TAXES/INCOME										
51		Expenses	\$170,544	\$233,825	\$187,146	\$43,759	\$92,579	\$113,059	\$189,337	\$191,132		\$170,920
52												
53		Net	\$59,517	\$23,597	\$36,099	(\$36,599)	\$100,882	\$61,126	\$20,645	\$4,241		\$28,508

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2023 Pittsburgh 3801 2027 Portland											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE	0	0	0			0	\$264,362.00			
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)			(\$12,000)	(\$58,000.00)			
7	4142	ADVERTISING/CLASSIFIED						\$0	\$0.00			
8	4200	REGISTRATION FEES	0	(390)	1,295,297	(22,040)		\$0	\$751,153.00			
9	4210	EXHIBIT SPACE RENTALS	0	0	846,498			\$0	\$637,050.00			
10	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0.00			
11	4400	DONATIONS/HONORARIA	0	0	382,919			\$0	\$315,000.00			
12	4429	OVRRHD-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	(\$12,000)	\$1,980,330.00	\$0.00		\$0.00
16												
17	5000	SALARIES & WAGES	28,011	73,560	171,423	2,865	16,114	\$91,845	\$174,577.00	\$12,255.00	Salaries 25	\$12,255.00
18	5001	WAGES/TEMPORARY EMPLOYEES							\$2,500.00		Registration temps	
19	5002	OVERTIME WAGES										
20	5005	ATTRITION FACTOR					(4,695)	(\$10,504)	\$0.00	\$0.00		\$0.00
21	5009	ACCRUED VACATION WAGES						\$0	\$0.00	\$0.00		\$0.00
22	5010	EMPLOYEE BENEFITS	8,559	22,066	52,807	892	5,278	\$26,774	\$55,865.00	\$3,922.00	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,922.00
23	5110	PROFESSIONAL SERVICES		29,845	82,430			\$12,733	\$65,945.00			
24	5122	BANK S/C		4,873	48,361			\$504	\$39,607.00			
25	5150	MESSENGER SERVICE			872			\$0	\$1,000.00			
26	5210	TRANSPORTATION	0	920	17,528			\$930	\$17,000.00			
27	5212	LODGING & MEALS	0	96	4,614			\$613	\$22,360.00			
28	5214	ENTERTAINMENT		1,530	6,432			\$0	\$4,000.00			
29	5300	FACILITIES RENT		8,400	40,531			\$4,275	\$61,550.00			

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2023 Pittsburgh 3801 2027 Portland											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
30	5301	CONFERENCE EQUIPMENT RENTAL			400,879			\$0	\$401,000.00			
31	5302	MEAL FUNCTIONS			373,844			\$0	\$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			\$0	\$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			\$0	\$0.00			
41	5406	REVIEW SERVICE						\$0	\$0.00			
42	5410	MAIL SERVICE-OUTSIDE	0		1,302			\$0	\$200.00			
43	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE		10,225	16,465			\$0	\$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			\$0	\$18,000.00		Booth promotional swag for 27	\$5,000.00
47	5510	INSURANCE		6,059				\$0	\$9,000.00			
48	5522	TELEPHONE/FAX			35			\$0	\$50.00			
49	5523	POSTAGE/E-MAIL			22,440			\$0	\$0.00			
50	5525	UTILITIES						\$0	\$0.00			
51	5530	DEPRECIATION F/E	121	246	1,168	20	92	\$1,017	\$0.00			
52	5531	DEPRECIATION BUILDING						\$0	\$0.00			
53	5560	ORG SUPPORT/CONTRIBUTION			(10,000)			\$0	\$0.00			
			1,750	3,026	6,213	46	213	\$895	\$13,603.00	\$790.00	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.	\$806.00
54	5599	MISC EXPENSE										
55	5908	IUT/MAINTENANCE						\$0	\$0.00	\$0.00		\$0.00
56	5909	IUT/DIST CTR		10	(5)			\$0	\$0.00	\$0.00		\$0.00
57	5910	IUT/REPRO CTR		217	448			\$23	\$0.00	\$0.00		\$0.00
58	5911	IUT/OVERHEAD	0	(6,072)	573,003			\$0	\$403,432.00	\$0.00	IUT General overhead	\$0.00
59	5998	IUT/ALLOCATIONS						\$0	\$0.00	\$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	\$129,105	\$1,791,039.00	\$16,967.00	\$21,983.00	
62												
63	Net		(53,579)	(159,660)	501,952	(25,862)	(17,001)	(\$141,105)	\$189,291.00	(\$16,967.00)	(\$21,983.00)	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2025 Minneapolis 3808											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE				2,634	912,550	\$0			VIRTUAL CONFERENCE registration (25% of total hybrid conference registration): EARLY BIRD: 217 ACRL members @ \$259 early-bird = \$56,203 35 ALA members @ \$299 early-bird= \$10,465 125 Nonmembers @ \$349 early-bird = \$43,625 10 Retired/Nonsalaried Members @ \$109 = \$1,090 15 Students @ \$79 = \$1,185 ADVANCE: 146 ACRL members @ \$299 = \$43,654 38 ALA members @ \$339 = \$12,882 112 Nonmembers @ \$389 = \$43,568 6 Retired/Nonsalaried Member @ \$139 = \$834 12 Students @ \$119 = \$1,428 Total based on 716 virtual registrants = \$213,474 minus \$3,170 group 10+ discounts (15% VC attendees groups 10+); minus \$50 speaker discount x 100 virtual speakers (-\$5,000) = \$206,764. Based on 2023 actuals.	\$206,764.00
4	4104	Ad Sales Rental Mail List										
5	4140	ADVERTISING/GROSS	80,320		0		30,550				List Sales \$30K (prior was 28) plus Feathr Ad Sales 5K (prior was 7,500)	\$35,000.00
6	4143	ADVERTISING/ON-LINE										\$0.00
7	4610	COMMISSION/LINE ADV										
8	4611	COMMISSION/SALES REP	98,365	0		(1,895)						
9	4612	COMMISSION/ADVERTISING AGENCY	(91,135)			(18,251)	(48,500)	(\$6,000)		(\$24,000)	Corcoran Exhibitons, Inc.: \$3,000 per month x 9 months (September - May) = \$27,000. Contract administration @ \$50 per company x 200 companies = \$10,000. Onsite cost for two employees @ \$1,000. Exhibits commission @ 5% of all exhibit booth sales (\$31,852). Sponsorship commision @ \$20,000	(\$89,852.00)
10	4142	ADVERTISING/CLASSIFIED										\$0.00
11	4200	REGISTRATION FEES	1,432,100	0							IN-PERSON registration (75% of total hybrid conference registration): EARLY BIRD: 1000 ACRL members @ \$399 early-bird = \$399,000 117 ALA members @ \$469 early-bird= \$54,873 490 Nonmembers @ \$549 early-bird = \$269,010 35 Retired/Nonsalaried Members @ \$179 = \$6,265 79 Students @ \$99 = \$7,821 ADVANCE: 207 ACRL members @ \$469 = \$97,083 18 ALA members @ \$549 = \$9,882 117 Nonmembers @ \$639 = \$74,763 23 Retired/Nonsalaried Member @ \$209 = \$4,807 24 Students @ \$139 = \$3,336 Total based on 2,110 in-person (2.5% increase from 2023 actual in-person registrants) = \$926,840 minus \$6,246 group discounts 10+ (7.5% group 10+ discounts); minus \$40,000 scholarships shown as a contra-expense; minus \$50 speaker discount x 600 speakers (\$30,000). Total E2E registration = \$850,594	\$850,594.00
12	4210	EXHIBIT SPACE RENTALS	957,420	0	0		223,977				Exhibits revenue @ \$700,000 Based on modest increase from 2023 actuals. 30% reduction from CLE in-person 327 booths. 150 corners @ \$125 = \$18,750.	\$700,000
13	4220	MEAL FUNCTIONS										
14	4300	GRANTS/CONTRACTS/AWARDS										
15	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED										
16	4400	DONATIONS/HONORARIA	335,300		0		350,850				Donations (library and vendor) @ \$291,000. Vendor sponsorship based on 2023 actuals (\$186K) and library colleagues (\$105K). Overall 20% decrease from ACRL 2019	\$291,000
17	4429	OVRHD-EXMPT REVENUE/DIVISIONS	2,925				1,856				Keynote and All-conference Reception Guest Tickets @ \$3,500; hotel rebate from MCC \$26,980 (5396 room nights anticipated x \$5) post conference	\$30,480
18	4430	MISCELLANEOUS FEES										
19	4490	MISCELLANEOUS REVENUE										
20	Revenues		\$2,815,296	\$0	\$0	(\$17,512)	\$1,471,283	(\$6,000)	\$0	(\$24,000)		\$2,023,986

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2025 Minneapolis 3808											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
21												
22	5000	SALARIES & WAGES	139,553	28,942	22,097	73,293	155,162	\$308	\$18,855	\$98,043	Salaries	\$183,830
23	5001	WAGES/TEMPORARY EMPLOYEES									Registration temps	\$2,500
24	5002	OVERTIME WAGES										
25	5005	ATTRITION FACTOR					(45,209)	(\$2,341)				
26	5009	ACCRUED VACATION WAGES										
27	5010	EMPLOYEE BENEFITS	42,644	8,682	6,807	22,827	50,821	\$90	\$6,034	\$31,374	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$58,826
28	5100	TEMPORARY EMPLOYEES/OUTSIDE	1,719									
29	5110	PROFESSIONAL SERVICES	84,377	75	2,708	14,425	106,630			\$0	Online Proposal Management (eShow) @ \$8,000. Registration Management (Maritz/Experient) after housing/lead retrieval commission payment \$25,000 over two years. Cvent staffing @ \$50,000; Cvent license and attendee hub \$16,580; Accessibility/ASL: \$10,000; Feathr @ \$15,000; Scooters @ \$4,000; Childcare reimbursement @ \$250.	\$103,830
30	5120	LEGAL FEES										
31	5121	AUDIT/TAX FEES										
32	5122	BANK S/C	53,285	1,893	3,902	2,269	30,480	\$5,865			Bank Service Fees	\$40,480
33	5130	LOBBYING / CONSULTING										
34	5140	EQUIP/FURN REPAIRS										
35	5141	MAINTENANCE AGREEMENTS										
36	5150	MESSENGER SERVICE	1,257	0		21					FedEx, etc.	\$1,200
37	5151	DUPLICATION/OUTSIDE										
38	5210	TRANSPORTATION	12,160	613	398	614		\$0	\$0	\$1,725	Site visit and conference travel for ACRL staff and vendors. Based on current flight prices and prior actuals.	\$13,000

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2025 Minneapolis 3808											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
39	5212	LODGING & MEALS	4,279	287	103	130		\$0	\$0	\$300	Travel, housing: Lodging for site visit = comp per contract. Based on VIP list, 292 nights needed, 130 comp nights earned 1/50's = 162 nights remaining, less 59 comp overs = 103 x \$110/night staff rate) = \$11,330 plus 60 staff days per diem @ \$60 per day = \$3,600.	\$14,930
40	5214	ENTERTAINMENT	6,636				3,050				All-conference reception string quartet 3000 + trivia host night 500 +1500 additional activations tbd	\$5,000
41	5216	BUSINESS MEETINGS										
42	5219	UNALLOCATED AMERICAN EXPRESS					0					
43	5300	FACILITIES RENT	48,185								Facilities rental: Final Payment for Minni Convention Center @\$69,950, Conv Center Coat Check \$3K; All-Conference Reception (\$10,500) -main floor (Roberta Mann Grand Foyer, Target Atrium, and outdoor Cargill Commons) is \$4500. Plus add second level (Grossman Mezzanine and outdoor Lindahl Terrace) for \$6000.This price includes an event manager, door ushers/greeters, one AV tech, security, furniture from our inventory, set-up labor, and cleaning. PLUS 24 deferred: Facilities rental: Deposit for Minneapolis Convention Center @ \$1,000	\$84,450
44	5301	CONFERENCE EQUIPMENT RENTAL	353,826				424				Conv Center Equipment Rental (Tables/chairs/linens/risers) 8K ; Dasis: Personal computers, printers, photocopier, shipping, labor @ \$18,000; Convention Center Internet connection/wifi buyout @ \$60,000;	\$86,000
45	5302	MEAL FUNCTIONS	360,046								Convention Center F&B Min 280K, All Conf 90,000	\$370,000
46	5303	EXHIBITS	86,553				932				Exhibits: package price @ \$1.25 nsf x approx. 22,500 nsf = \$28,125; plus \$37,350 flexible spending account. Experience and Inclusion \$10,000, Show Cleaning Fees Conv Center 6,500 (keynote honorariums are inclusive of air travel typically) VIP Ground Transfers for Keynotes \$750; Lodging, travel, and per diem for three invited presenters @ \$700 x 3 = \$2,100; Nonlibrarian presenter reimbursement @ \$5,000	\$81,975
47	5304	SPEAKER/GUEST EXPENSE	8,110	0								\$8,850
48	5305	SPEAKER/GUEST HONORARIUM	43,000			200	22,750				Speaker honorarium, final payments for keynote speakers, 2 at 25K total; Invited Presenters 3 @ \$1,500 each = \$4,500. PLUS 24 deferred: Speaker honorarium, deposits for keynote speakers @ \$25,000	\$54,500
49	5306	AWARDS	0	0							Covers scholarship registration fees	(\$40,000)
50	5307	SECURITY SERVICES	17,991								EMT and Secruity professionals	\$16,500
51	5308	SPECIAL TRANSPORTATION	25,866			10,000					No bussing planned, All-Conference venue walkable	\$0
52	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR					254,034				BARTHA 225K including video production + Convention Center Labor (Stagehands/Loaders/Rigging) 35K	\$260,000
53	5310	COMPUTER RENTAL/INTERNET CONNECTIONS										
54	5350	PROGRAM ALLOCATION										
55	5400	EDITORIAL/PROOFREADING/OUTSIDE										
56	5401	TYPESETTING/COMPOSITION-OUTSD										
57	5402	PRINTING-OUTSIDE	32,681								Pocket Program	\$3,500
58	5403	BINDING-OUTSIDE										
59	5404	DESIGN SERVICE-OUTSIDE	17,334	0	9,075	7,950	5,700				24 deferred: Minneapolis conference look and feel	\$15,000
60	5406	REVIEW SERVICE										
61	5410	MAIL SERVICE-OUTSIDE	2,096				184				Mail service outside	\$200
62	5411	ADVERTISING/SPACE										
63	5412	ADVERTISING/DIRECT										
64	5413	MAIL LIST RENTAL										
65	5414	SUPPLIES/PRODUCTION										
66	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	26,066			8,500					Professional Photography 7000	\$7,000
67	5416	ADVERTISING PRODUCTION COST									Feathr ad Sales Costs: 7,200 Ad Sales License Fees + 10,000 Ad Sales Promotions	\$17,200
68	5420	COPYRIGHT FEES	744			1,110	789				copyright fees	\$1,000
69	5500	SUPPLIES/OPERATING	25,981	22		572	3,679				Supplies, swag, volunteer buttons, staff uniforms, party décor, florals	\$20,000

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2025 Minneapolis 3808											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
70	5501	EQUIPMENT & SOFTWARE/MINOR										
71	5502	REFERENCE MATERIAL/PERIODICALS										
72	5510	INSURANCE				8,436						
73	5520	EQUIPMENT RENTAL/LEASE										
74	5521	SPACE RENT										
75	5522	TELEPHONE/FAX	305									
76	5523	POSTAGE/E-MAIL	30,841									
77	5525	UTILITIES	32,907									
78	5530	DEPRECIATION F/E	605	97	151	499	883	\$3			Electrical Service depreciation fee	\$11,000
79	5560	ORG SUPPORT/CONTRIBUTION					-20396					\$2,500
80	5599	MISC EXPENSE	8,840	1,190	801	1,172	2,052	\$3	\$1,469	\$6,323	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.	\$12,091
81	5909	IUT/DIST CTR	87			4						
82	5910	IUT/REPRO CTR	595								Onsite small signs/printwork	\$50
83	5999	IUT/MISC	(10,000)									
84	5911	IUT/OVERHEAD	653,947	0			148,211	\$0	\$0	\$0	IUT General overhead	\$423,768
85	5942	IUT/Advertising										
86	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
87	5600	TAXES/INCOME	0									
88		Expenses	\$2,112,515	\$41,801	\$46,042	\$152,022	\$720,176	\$3,928	\$26,358	\$137,765		\$1,859,180
89												
90		Net	\$702,780	(\$41,801)	(\$46,042)	(\$169,534)	\$751,107	(\$9,928)	(\$26,358)	(\$161,765)		\$164,806

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Annual Conf. Precons 3811											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actuals	2021 Actuals	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4200	REGISTRATION FEES	8,540	7,875			0	0		\$0	No preconference in 2021.Based on one full-day preconference	\$0
4		Revenues	\$8,540	\$7,875	\$0	\$0	\$0	\$0		\$0		\$0
5												
6	5000	SALARIES & WAGES	1,876	2,686	11,955	7,199	2,056	2,449		\$2,565	Salaries at % of ACRL total listed in salary matrix	\$0
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(599)	0		\$0		\$0
10	5009	ACCRUED VACATION WAGES								\$0		\$0
11	5010	EMPLOYEE BENEFITS	573	806	3,683	2,242	673	714		\$821	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
12	5122	BANK S/C	244							\$0	Bank Fees	\$0
13	5150	MESSANGER SERVICE								\$0	Messenger service	\$0
14	5151	DUPLICATION/OUTSIDE										
15	5210	TRANSPORTATION								\$0		\$0
16	5212	LODGING & MEALS								\$0	No lodging and meals as staff already traveling for Annual Conference	\$0
17	5300	FACILITIES RENT								\$0	No facility rental expenses as workshops will be held in conjunction with ALA Annual Conference	\$0
18	5301	CONFERENCE EQUIPMENT RENTAL	1,032							\$0		\$0
19	5302	MEAL FUNCTIONS	1,241	850						\$0	42 (includes participants and speaker) @ 2 breaks @ \$15 per break = \$1,260	\$0
20	5303	EXHIBITS								\$0		\$0
21	5304	SPEAKER/GUEST EXPENSE	1,443	581						\$0	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						\$0	Audiovisual equipment, AV @ \$1500	\$0
23	5310	COMPUTER RENTAL/INTERNET CONNECTIONS								\$0	Internet connection, comp at convention center	\$0
24	5402	PRINTING-OUTSIDE								\$0	Printing (photocopying of conference materials): presenters provide handouts for reimbursement	\$0
25	5500	SUPPLIES/OPERATING		6						\$0	Supplies	\$0
26	5530	DEPRECIATION F/E	8	9	81	49	12	27		\$0		\$0
27	5543	BAD DEBT EXPENSE	175	175	175		(525)	0		\$0	Bad Debt 1% of revenue	\$0
28	5560	ORG SUPPORT/CONTRIBUTION								\$0		\$0
29	5599	MISC EXPENSE	117	110	433	115	27	24		\$165	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
30	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
31	5911	IUT/OVERHEAD	2,255	2,079						\$0	IUT General overhead as supplied by ALA Planning and Budgeting	\$0
32	5998	IUT/ALLOCATIONS								\$0		\$0
33	5600	TAXES/INCOME										
34		Expenses	8,964	10,075	16,327	9,605	1,644	3,214		\$3,551		\$0
35												
36		Net	(424)	(2,200)	(16,327)	(9,605)	(1,644)	(3,214)		(\$3,551)		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL IIL Immersion National 3830											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4200	REGISTRATION FEES	142,705	196,635	172,155			\$0	\$170,575	\$160,600	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	\$0	\$30,070	\$40,000	Revenue for IMMERSION dorm lodging: 80 participants @ \$500	\$40,000
5	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
6	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
7		Revenues	\$165,303	\$232,048	\$222,065	\$305	\$0	\$0	\$200,645	\$200,600		\$200,600
8												
9	5000	SALARIES & WAGES	9,751	20,621	15,799	8,888	1,653	\$970	\$17,239	\$18,383	Salaries calculated at % listed in salary matrix.	\$18,383
10	5001	WAGES/TEMPORARY EMPLOYEES										
11	5002	OVERTIME WAGES						\$0	\$0	\$0		\$0
12	5005	ATTRITION FACTOR					(482)	(\$2,162)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS	2,980	6,186	4,867	2,768	541	\$283	\$5,517	\$5,883	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,883
15	5110	PROFESSIONAL SERVICES	4,000		3,057			\$0	\$0	\$0	Registration instead of competitive application process, eShow application system not needed	\$0
16	5120	LEGAL FEES						\$0	\$0	\$0		\$0
17	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
18	5122	BANK S/C	4,643	7,167	6,478	1,883		\$0	\$5,117	\$4,818	Bank Charges on credit cards.	\$4,818
19	5130	LOBBYING / CONSULTING										
20	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
21	5141	MAINTENANCE AGREEMENTS										
22	5150	MESSANGER SERVICE	185	238	55			\$0	\$350	\$350	Messenger service	\$350
23	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0		\$0
24	5210	TRANSPORTATION	13,020	895	1,411	(545)		\$0	\$525	\$525	Travel-out-of-town: vicinity travel @ \$150	\$525
25	5212	LODGING & MEALS	38,059	79,546	69,388			\$0	\$46,075	\$52,040	IMMERSION 80 registrants: 5 nights lodging @ \$500 per person x 80 <This fee is covered by 4429 overhead exempt revenue>; Meals = \$140 per person @ dorm meals (B, L, D) x 86 = \$12 740	\$52,040
26	5214	ENTERTAINMENT			4,730			\$0	\$5,500	\$5,500	Entertainment: Thursday night happy hour	\$5,500
27	5300	FACILITIES RENT	14,939	8,115	17,700			\$0	\$6,240	\$6,500	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			\$0	\$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	L
1	ACRL IIL Immersion National 3830											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
29	5302	MEAL FUNCTIONS	16,985	(294)	15,043			\$0	\$17,888	\$15,628	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		\$0
31	5304	SPEAKER/GUEST EXPENSE	7,581	7,157	10,220	(110)		\$0	\$7,500	\$7,500	Faculty expenses	\$7,500
32	5305	SPEAKER/GUEST HONORARIUM	21,000	34,250	21,250			\$0	\$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)			\$0	(\$10,000)	(\$10,000)	Contra-expense for Immersion scholarship awards	(\$10,000)
34	5402	PRINTING-OUTSIDE	257	4,426	2,738	40		\$0	\$5,000	\$5,000	Printing, notebook production	\$5,000
35	5420	COPYRIGHT FEES		1,687	499			\$0	\$1,000	\$1,000	Copyright fees	\$1,000
36	5031	STAFF DEVELOPMENT		415				\$0	\$0	\$0		\$0
37	5500	SUPPLIES/OPERATING	981	5,630	436	1,192		\$0	\$1,500	\$1,500	Closing plenary materials/other supplies @ \$1500	\$1,500
38	5525	UTILITIES						\$0	\$0	\$0		\$0
39	5530	DEPRECIATION F/E	42	69	108	61	9	\$11	\$0	\$0		\$0
40	5541	COLLECTION EXPENSE										
41	5543	BAD DEBT EXPENSE	147	147	147		(441)	\$147	\$147	\$147	Bad Debt	\$147
42	5599	MISC EXPENSE	609	848	573	142	22	\$9	\$1,343	\$1,186	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.	\$1,209
43	5909	IUT/DIST CTR				3		\$0	\$0	\$0	IUT-Distribution	\$0
44	5910	IUT/REPRO CTR						\$0	\$50	\$50	IUT-Reprographics	\$50
45	5940	IUT/REGISTRATION PROCESSING	664	(625)				\$0	\$742	\$742	Registration processing	\$742
46	5941	IUT/CHOICE						\$0	\$0	\$0		\$0
47	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
48	5999	IUT/MISC		(8,475)				\$0	\$0	\$0		\$0
49	5911	IUT/OVERHEAD	37,674	51,912	45,621			\$0	\$53,171	\$53,159	IUT General overhead at ALA rate	\$53,159
50	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
51	5600	TAXES/INCOME										
52		Expenses	\$162,173	\$222,813	\$212,324	\$14,322	\$1,303	(\$742)	\$192,174	\$197,181		\$197,204
53												
54		Net	\$3,130	\$9,235	\$9,741	(\$14,017)	(\$1,303)	\$742	\$8,471	\$3,419		\$3,396

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Friends of ACRL 3831											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES				0	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		\$0
5												
6	5000	SALARIES & WAGES	33,988	35,633	88,013	42,078	13,710	\$8,780	\$16,090	\$17,157	Salaries calculated at % listed in salary matrix	\$12,255
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(3,995)	(\$3,775)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	10,384	10,689	27,113	13,105	4,491	\$2,560	\$5,149	\$5,490	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,922
12	5014	ANNUITY/EMPLOYER CONTRIBUTION										
13	5122	BANK S/C	582	637	752	1,074	495	\$551	\$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			\$0	\$9,000	\$500	Program development: \$500 for pins, ribbons, other donor recognition	\$500
15	5412	ADVERTISING/DIRECT						\$0	\$0	\$0		\$0
16	5500	SUPPLIES/OPERATING	168					\$0	\$0	\$0		\$0
17	5523	POSTAGE/E-MAIL			536	97		\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Friends of ACRL 3831											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
18	5525	UTILITIES						\$0	\$0	\$0		\$0
19	5530	DEPRECIATION F/E	147	119	600	287	78	\$97	\$0	\$0		\$0
20	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
21	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0	\$0		\$0
22	5533	DO NOT USE N/S Intangible Assets										
23	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
24	5599	MISC EXPENSE	2,124	1,466	3,190	673	181	\$86	\$1,254	\$1,106	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.	\$806
25	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
26	5909	IUT/DIST CTR	540	522	372	218		\$0	\$0	\$0	IUT-Distribution	\$0
27	5910	IUT/REPRO CTR		19	182			\$0	\$0	\$0	IUT-Reprographics	\$0
28	5999	IUT/MISC						\$0	\$0	\$0		\$0
29	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
30	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
31	5600	TAXES/INCOME										
32	Expenses		\$60,245	\$65,357	\$129,998	\$57,532	\$14,960	\$8,299	\$33,243	\$26,003		\$19,233
33												
34	Net		(\$60,245)	(\$65,357)	(\$129,998)	(\$57,532)	(\$14,960)	(\$8,299)	(\$33,243)	(\$26,003)		(\$19,233)

	A	B	C	D	E	F	G	H	I	J
1	ACRL IIL Lead/Tech Immersion FY2025									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022Actual	Notes	2025 Budget
3	4200	REGISTRATION FEES	45,950			0		0	Teaching with Technology (F2F @ ACRL 2017 /online): 40 participants @ \$850= \$31,800. 5 nonmembers @ \$950 = \$4,475. Total = \$38,750. Budgeted @ 93% = \$36,038. Based on 45 attendees. Minimum attendance: 42	
4		Revenues	\$45,950	\$0	\$0	\$0	\$0	\$0		\$0
5										
6	5000	SALARIES & WAGES	1,462				0	154	Salaries calculated at % listed in salary matrix	\$0
7	5001	WAGES/TEMPORARY EMPLOYEES								
8	5002	OVERTIME WAGES								
9	5005	ATTRITION FACTOR				0	0			\$0
10	5009	ACCRUED VACATION WAGES				0				
11	5010	EMPLOYEE BENEFITS	447			0	0	45	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
12	5110	PROFESSIONAL SERVICES				0			Technology platform for TwT track @ \$1,500. eShow proposal submission @ \$750.	
13	5122	BANK S/C	1,660			0			Bank Charges on credit cards	
14	5210	TRANSPORTATION				0			TwT held in conjunction with ACRL 2017/online	
15	5212	LODGING & MEALS				0			Staff lodging/meals not needed as programs are held in conjunction with ACRL 2017. Faculty expenses in line 5304.	
16	5300	FACILITIES RENT				0			Facility rental not needed as programs are held in conjunction with ACRL 2017 and online	
17	5301	CONFERENCE EQUIPMENT RENTAL				0			TwT Immersion: AV rental not needed as programs are held in conjunction with ACRL 2017 and online	
18	5302	MEAL FUNCTIONS	3,615			0			TwT Immersion: 47 (includes participants and faculty) @ 2 breaks @ \$10 per break	
19	5303	EXHIBITS				0				
20	5304	SPEAKER/GUEST EXPENSE	1,885			0			TwT Immersion: 4 faculty @ one night's lodging @ \$200 and one day's per diem @ \$50. Transportation on own as held in conjunction with ACRL 2017.	
21	5305	SPEAKER/GUEST HONORARIUM	17,190			0			TwT Immersion: 4 faculty @ daily rate of \$750 per day x 5 days (F2F and online) = \$3,425 each	
22	5402	PRINTING-OUTSIDE				0			Handouts: @ \$10per participant x 45	
23	5500	SUPPLIES/OPERATING				0			45 binders/dividers @ \$10 each = \$450. Misc. supplies @ \$300	
24	5530	DEPRECIATION F/E	6			0		2		
25	5599	MISC EXPENSE	91			0	0	2	Misc. Expense	\$0
26	5911	IUT/OVERHEAD	12,131			0			ALA overhead	
27	5998	IUT/ALLOCATIONS				0				
28	5600	TAXES/INCOME								
29		Expenses	\$38,486	\$0	\$0	\$0	\$0	\$203		\$0
30										
31		Net	\$7,464	\$0	\$0	\$0	\$0	-\$203		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Section Special Events 3833											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0	\$0		\$0
4	4400	DONATIONS/HONORARIA	16,400	26,900	31,675	12,300	3,500	\$1,550	\$12,000	\$12,000	Donations for special events budgeted at typical rates.	\$12,000
5	4429	OVRLD-EXMPT REVENUE/DIVISIONS	5,329	4,382	3,212			\$0	\$3,125	\$3,125		\$0
6	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
7	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
8		Revenues	\$21,729	\$31,282	\$34,887	\$12,300	\$3,500	\$1,550	\$15,125	\$15,125		\$12,000
9												
10	5000	SALARIES & WAGES	9,413	6,029	5,481	4,877		\$3,142	\$0	\$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						(\$660)	\$0	\$0		\$0
14	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	2,877	1,809	1,688	1,519		\$916	\$0	\$0	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
16	5122	BANK S/C	90	265	288	114	100	\$50	\$0	\$0		\$0
17	5150	MESSANGER SERVICE						\$0	\$200	\$200	Messenger service	\$200
18	5350	PROGRAM ALLOCATION	19,282	28,141	33,157	5,486		\$0	\$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		\$35	\$0	\$0		\$0
20	5599	MISC EXPENSE	588	248	199	78		\$31	\$0	\$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		\$0
22	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
23	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
24	5600	TAXES/INCOME										
25		Expenses	\$32,306	\$36,513	\$40,849	\$12,107	\$100	\$3,514	\$14,200	\$14,200		\$0
26												\$14,200
27		Net	(\$10,576)	(\$5,231)	(\$5,962)	\$193	\$3,400	(\$1,964)	\$925	\$925		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Immersion Licensing 3834											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES						\$0	\$0	\$0	Licensed Immersion Program TBD for FY23	\$0
4	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
5		Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6									\$0	\$0		\$0
7	5000	SALARIES & WAGES						\$0	\$0	\$0	Salaries calculated at % of total ACRL per time study	\$0
8	5001	WAGES/TEMPORARY EMPLOYEES										
9	5002	OVERTIME WAGES										
10	5005	ATTRITION FACTOR						(\$404)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS						\$0	\$0	\$0	Benefits	\$0
13	5122	BANK S/C						\$0	\$0	\$0	Bank Charges on credit cards.	\$0
14	5150	MESSENGER SERVICE						\$0	\$0	\$0	Messenger service, shipping materials (standards, certificates, boxes of "stuff") to regional site.	\$0
15	5151	DUPLICATION/OUTSIDE										
16	5210	TRANSPORTATION	848					\$0	\$0	\$0	Travel out of town (not needed, regional host)	\$0
17	5212	LODGING & MEALS						\$0	\$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	\$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	\$0	Equipment rental: data projector, screen, flipcharts, power cords provided on a complimentary basis by host institution	\$0
20	5302	MEAL FUNCTIONS						\$0	\$0	\$0	Meal functions: morning and afternoon refreshment breaks provided by regional host.	\$0
21	5303	EXHIBITS						\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Immersion Licensing 3834											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
22	5304	SPEAKER/GUEST EXPENSE	0			2,238		\$0	\$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			\$0	\$0	\$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						\$0	\$0	\$0	Notebook printing @ approx. \$15 per notebook x 56 participants plus faculty and file copies. \$500 misc. printing	\$0
25	5420	COPYRIGHT FEES						\$0	\$0	\$0	Copyright fees: Immersion notebook readings (Copyright Clearance Center)	\$0
26	5500	SUPPLIES/OPERATING						\$0	\$0	\$0	56 binders/dividers @ \$1,000; Misc supplies (swag) @ \$500.	\$0
27	5522	TELEPHONE/FAX						\$0	\$0	\$0	Telephone (for dial in access at presentation)	\$0
28	5523	POSTAGE/E-MAIL						\$0	\$0	\$0	Invitation to Apply, e-mail registration packet and brochure	\$0
29	5543	BAD DEBT EXPENSE						\$0	\$0	\$0	Bad Debt	\$0
30	5599	MISC EXPENSE						\$0	\$0	\$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						\$0	\$0	\$0	IUT-Reprographics	\$0
32	5911	IUT/OVERHEAD						\$0	\$0	\$0	License overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting	\$0
33	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
34	5600	TAXES/INCOME										
35		Expenses	848	0	3,750	2,238	0	(\$404)	\$0	\$0		\$0
36												
37		Net	(848)	0	(3,750)	(2,238)	0	\$404	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Annual Conf. Programs 3835											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4400	DONATIONS/HONORARIA	16,300	15,800	14,000	500	600	\$0	\$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	\$0	\$14,000	\$14,000		\$14,000
5												
6	5000	SALARIES & WAGES	16,001	11,456	15,604	17,864	2,348	\$7,101	\$2,758	\$2,941	Salaries @ % listed in the salary matrix	\$2,941
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(684)	(\$1,136)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	4,890	3,437	4,807	5,564	769	\$2,070	\$883	\$941	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$941
12	5122	BANK S/C	14	29		\$14	29	\$0	\$0	\$0		\$0
13	5302	MEAL FUNCTIONS	4,984	11,516	9,734			\$0	\$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	\$953	\$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	\$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	\$79	\$0	\$0		\$0
17	5599	MISC EXPENSE	1,000	471	566	286	31	\$69	\$215	\$190	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.	\$193
18	5909	IUT/DIST CTR	6					\$0	\$0	\$0		\$0
19	5910	IUT/REPRO CTR			28			\$0	\$0	\$0		\$0
20	5600	TAXES/INCOME										
21		Expenses	\$43,920	\$35,012	\$41,123	\$26,389	\$6,105	\$9,136	\$27,706	\$27,922		\$27,925
22												
23		Net	(\$27,620)	(\$19,212)	(\$27,123)	(\$25,889)	(\$5,505)	(\$9,136)	(\$13,706)	(\$13,922)		(\$13,925)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Scholarships 3838											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0		\$0
4		Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
5												
6	5000	SALARIES & WAGES						\$0	\$0	\$0		\$0
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR						\$0	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS						\$0	\$0	\$0		\$0
12	5306	AWARDS	81,270	28,295	82,580			\$8,000	\$74,500	\$40,000	ACRL Immersion Program, \$10,000. KBMS Conference @ \$15,000. ACRL Conference Scholarships (every odd budget year only) \$50,000 for travel reimbursements (plus 40,000 from Friends Fund for conference registrations) ALA Spectrum Scholars ACRL support for 2 scholars: 2 scholars x \$7,000 = \$14,000. Online learning scholarships @ \$1,000. Budgeted from ACRL's net asset balance.	\$90,000
13	5940	IUT/REGISTRATION PROCESSING		4,075				\$0	\$0	\$0		\$0
14	5999	IUT/MISC		8,475				\$0	\$0	\$0		\$0
15	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
16	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
17	5600	TAXES/INCOME										
18		Expenses	\$81,270	\$40,845	\$82,580	\$2,500	\$0	\$8,000	\$74,500	\$40,000		\$90,000
19												
20		Net	(81,270)	(40,845)	(82,580)	(2,500)	0	(\$8,000)	(\$74,500)	(\$40,000)		(\$90,000)

404 FY25 CHOICE Budget at a Glance

Entered
12/22/2023

		FY25B	FY24B	FY23
TOTAL REVENUES		2,252,704	2,356,295	2,175,759
TOTAL EXPENSES		2,306,287	2,330,721	2,230,793
NET REVENUES		(53,583)	25,574	(55,034)
REVENUE				
SUBSCRIPTIONS				
3900	4110 Choice magazine	209,950	221,000	246,679
3913	4110 Choice Reviews	567,100	567,100	555,554
3905	4110 Resources for College Libraries	140,000	140,000	91,925
TOTAL SUBSCRIPTIONS		917,050	947,280	940,701
ADVERTISING & SPONSORED CONTENT				
3907	4140 Choice magazine	50,000	75,000	71,195
3909	4105 Webinars gross (Choice)	284,750	284,750	178,950
3913	4143 Choice Reviews gross	30,000	40,000	28,275
3914	4140 Content marketing: WP/CS	65,000	65,000	47,000
	4143 Content marketing: Podcasts	45,000	45,000	
	4143 Content marketing: eBlasts			287,320
	4143 Content marketing: Newsletters and Other	260,000	260,000	
3919	4143 Choice360	100,000	150,000	83,775
	4140 Print Advertising Gross	115,000	140,000	118,195
	4143 Digital Advertising Gross	435,000	495,000	399,512
	4105 Webinar	284,750	284,750	178,950
Subtotal		834,750	919,750	696,657
	4611 Sales Commission: Print	(5,175)	(19,114)	(14,715)
	4610 Sales Commission: Digital	(19,575)	(22,275)	(19,627)
Subtotal Commissions		(24,750)	(41,389)	(34,342)
TOTAL ADVERTISING & SPONSORED CONTENT		810,000	878,361	662,315
ROYALTIES				
3900	4421 Choice (CCC, reprints, etc.)	500	500	732
3902	4421 Choice reviews	466,154	466,154	478,233
3905	4421 Resources for College Libraries	10,000	10,000	30,000
TOTAL ROYALTIES		476,654	476,654	508,965
MISCELLANEOUS SALES				
3900	4109 Misc. Sales	2,000	2,000	935
3905	4109 RCL Reimbursement	See 3905	See 3905	See 3905
3913	4109 EBSCO affiliate fee	12,000	12,000	12,000
TOTAL MISC SALES		14,000	14,000	12,935
MISCELLANEOUS REVENUE				
3900	4490 Remaindered books	35,000	40,000	50,843
TOTAL MISC REVENUE		35,000	40,000	50,843
TOTAL REVENUES		2,252,704	2,356,295	2,175,759
EXPENSES				
	Payroll and Related Expenses	1,560,249	1,505,674	1,509,106
	Outside Services	109,600	135,148	73,268
	Travel and Related Expenses	9,503	7,917	8,120
	Meetings and Conferences	0	0	1,012
	Publication-related Expenses	218,613	241,593	254,770
	Operating Expenses	128,255	134,340	186,006
TOTAL DIRECT EXPENSES		2,026,221	2,024,672	2,032,282
TOTAL INDIRECT EXPENSES		(41,954)	(31,395)	(35,897)
	IUT/Overhead	296,520	311,944	204,311
	IUT/Allocations (Liberty Square)	25,500	25,500	30,097
	UBIT	0	0	0
TOTAL OVERHEAD		322,020	337,444	234,408
TOTAL EXPENSES		2,306,287	2,330,721	2,230,793

Choice FY25 Budget Reconciliation Memo

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

From: Rachel Hendrick, Editor and Publisher, Choice

Date: 26 January 2024

The FY25 Choice budget is very much a work in progress, but this first draft begins to show some of the trends that will affect our business in the upcoming fiscal year.

REVENUE

Item	FY25B	FY24B	Var
Subscriptions Revenue	917,050	947,280	(30,230)
Advertising Revenue (net)	810,000	878,361	(68,361)
Licensing Revenue	476,654	476,654	0
Misc Sales Revenue	14,000	14,000	0
Misc Revenue	35,000	40,000	(5,000)
TOTAL REVENUE	2,252,704	2,356,295	(103,591)

On the revenue side we will see a decrease in subscription revenue of about 3% across *Choice* magazine, *Choice Reviews*, and *Resources for College Libraries*. Most of that drop off will come from *Choice* magazine as print subscriptions continue to decline. We have also done more conservative budgeting for advertising as we see a steep decline in print advertising and poor performance of advertising for *Toward Inclusive Excellence* and *LibTech Insights* this year. This will be an important year for our content verticals as we test out new kinds of advertising products and attempt to attract new advertisers.

EXPENSES

Item	FY25B	FY24B	Var
Payroll and Related Expenses	1,560,249	1,505,674	54,575
Outside Services	109,600	135,148	(25,548)
Travel and Related Expenses	9,503	7,917	1,586
Meetings and Conferences	0	0	0
Publication-related Expenses	218,613	241,593	(22,980)
Operating Expenses	128,255	134,340	(6,085)
TOTAL DIRECT EXPENSES	2,026,220	2,024,672	1,548
TOTAL INDIRECT EXPENSES	(41,954)	(31,395)	(10,559)

The strategy in FY25 is to take advantage of as many shared services provided by ALA as possible. For example, we are integrating with the ALA provided customer service software (savings of \$1,500/year), but I hope the real savings will come from consolidating our subscription and fulfillment business across all paid publications at ALA. The RFP is in its final stages, and I hope to have a calculation of cost savings for the next draft of the FY25 budget. It is important that we integrate as much as we can with ALA

provided services ahead of the FY26 budget, when our overhead rate will most likely increase from the 13.75% we currently pay.

The other large item not currently reflected in this budget is infrastructure overhauls for ChoiceConnect and Choice Reviews (our publishing system and subscription product). We have already received an estimate of \$420,000 to improve Choice Reviews and we are currently putting together an RFP to improve ChoiceConnect.

Factors not yet calculated into this budget draft:

- Savings from the subscription vendor RFP (we plan to have this new vendor in place by September 2025).
- Other integrations with ALA provided software (Informz for email marketing, Survey Monkey).
- Retirement of one editor--this position will need to be rehired, hopefully at a slightly lower rate.
- Renegotiation of revenue share with ACRL for the ACRL-Choice podcast series.
- Rebuild of ChoiceConnect and Choice Review platforms.

OVERHEAD

Item	FY25B	FY24B	Var
Overhead	296,520	311,944	(15,424)
Liberty Square Allocations	25,500	25,500	0
TOTAL OVERHEAD	322,020	337,444	(15,424)

Our overhead costs will be slightly lower than last year due to a decrease in our revenue. The depreciation of our building (Liberty Square) is projected to remain the same as last year. This current draft of the budget anticipates a \$35,000 transfer from the endowment (reflected in direct expenses), but ALA finance has not provided any direction on endowment transfers for FY25.

SUMMING UP

Item	FY24B	FY23B
TOTAL REVENUE	2,252,704	2,356,295
TOTAL EXPENSES	2,306,286	2,330,721
NET REVENUES	(53,582)	25,574

This first draft of Choice FY25 budget still has many open questions regarding expenses. We are working hard to integrate our operations with ALA, but the anticipated Choice Reviews and ChoiceConnect upgrades will be costly.



Division-level Committee Year-end Report and Work Plan Template

Each summer, ACRL [division-level committees](#) should complete a year-end report and work plan. By **August 31, 2023**, the committee chair should post the completed combined template to ALA Connect.

The **report** section should be completed by the outgoing chair. The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, staff liaison should all review and approve the work plan. Projects included in a committee's work plan will be implemented September 2023 through June 2024.

Committee Name & Charge	
Committee Name:	ACRL Budget & Finance Committee
Charge/Tasks:	<ul style="list-style-type: none"> To submit annually a recommended budget for the ACRL division (including division publications, the CHOICE budget, the allocation of Long-Term Investment fund income) to the ACRL Board of Directors for action. To advise the ACRL Board of Directors on its allocation of Friends of ACRL contributions to strategic projects and programs, as well as to consult with the ACRL Board of Directors on fundraising goals and objectives. To counsel the ACRL Board of Directors on questions regarding all fiscal matters of the division or its publications, including dues levels and fundraising, especially as they relate to alignment with the strategic plan and its Core Commitment to equity, diversity and inclusion (EDI).

2022-2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Joe Mocnik
Vice-Chair:	n/a
Board liaison:	Joe Mocnik
Staff liaison:	Allison Payne, Elois Sharpe
Other leaders:	Ex-Officio Members: Julie Ann Garrison, Kara Malenfant

2023-2024 Leadership (terms: July 1, 2023–June 30, 2024)	
Chair:	Joe Mocnik
Vice-Chair:	n/a
Board liaison:	Joe Mocnik
Staff liaison:	Allison Payne, Elois Sharpe
Other leaders:	Ex-Officio Members: Beth McNeil, Allison Payne

Report & Work Plan Submission			
Year-end report written by:	Joe Mocnik	Date:	9/24/2023
Work plan submitted by:	Joe Mocnik	Date:	9/24/2023

2022–2023 Year-end Report

This report will be included in the committee's official record of activities maintained by ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee this past year (July 1, 2022 to June 30, 2023)?

Most of the goals for B&F are ongoing and carefully vetted by the B&F Committee and the Board of Directors. Spreadsheets and documentation can be found in the full budget reports.

The Board of Directors continued to work with EDI Working Group to Explore and study existing EDI across the association through a financial lens. The report has been submitted and will be discussed in a future meeting.

Orientation of new members of the B&F Committee and the Board of Directors.

With some delay due for various reasons, the B&F Committee approved the Budget Assumptions for Board Approval.

Other key initiatives include membership growth, Emerging Leaders, support for Leadership Council, OAI task force, a retooling from print to digital of the C&RL News, and the Choice revenue.

Due to the executive director departure and delays with the operating agreement implementation task force, the B&F committee was less productive than the previous years.

2. Which projects are in process or are expected to continue?

- submit annually a recommended budget for the ACRL division (including division publications, the CHOICE budget, the allocation of Long-Term Investment fund income) to the ACRL Board of Directors for action;
- advise the ACRL Board of Directors on its allocation of Friends of ACRL contributions to strategic projects and programs, as well as to consult with the ACRL Board of Directors on fundraising goals and objectives;
- counsel the ACRL Board of Directors on questions regarding all fiscal matters of the division or its publications, including dues levels and fundraising, especially as they relate to alignment with the strategic plan and its Core Commitment to equity, diversity and inclusion (EDI).

3. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?

As a follow up to the EDI working Group Report Recommendations to the Board, we'll codify budget line item/benchmarks for EDI activities and continue to monitor overall ACRL budget and advocate for growth in revenue in all areas. To continue to work with CHOICE to realize great profit margins relative to publications, webinars, and training modules. Monitor fiscal progress relative to ALA policies, processes.

Monitor and adjust ACRL practices based on recommendations and practices established in the ALA Operating Agreement and Overhead recommendations. Review and recommend membership recommendations for growth via dues based on HEPI.

4. What made this work most rewarding (observations/comments/accolades)?

The staff were able to keep the B&F Committee advised with reports as fiscal information became available, despite the unexpected leadership change.

Kudos to them for the hard work in the face of severe displacements in normal operations due to fiscal constraints. The pivot from virtual to in-person conferences, programs and meetings appeared seamless to the outside world. Congratulations for jobs well done!

Please indicate EDI activities you would like to publicly include on the [ACRL EDI LibGuide](#) (Limit to 75 words or less).

If there are questions regarding the above activities, staff can contact:

- Name:

Email:

To support all our librarians who are experiencing discrimination, attacks, book-bans and other challenges that undermine ALA/ACRL principles.

6. Any other comments, recommendations, or suggestions?

n/a

Work Plan: 7/1/2023-6/30/2024

Please complete this form for each activity that the committee plans to undertake in the 2023–2024 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten activities. Please only complete this form for the appropriate number of activities that work for your committee.

ACRL Short-Term Priorities
1. Equity, Diversity, and Inclusion: <ul style="list-style-type: none"> a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.) b. What are some ways you could determine outcomes/impact?
<ul style="list-style-type: none"> a. The committee will continue all aspects of monitoring the fiscal health of the organization and make recommendations for change where needed. b. Outcomes/impact can only be realized once the Board approves recommendations. Measurable impact on member can be realized if we retain and add new members. Sales revenue with publications are also necessary.
2. Communication and engagement: <ul style="list-style-type: none"> a. How involved are members in the work of the committee? b. What ideas does your group have for helping members feel more connected to the work of the team? c. What kind of support might you need to improve communication and engagement?
<ul style="list-style-type: none"> a. All members of the committee contribute effectively. b. Volunteers for committee/working group assignments, taking minutes at meetings and idea generation discussions. c. No additional support is necessary currently.
3. Membership: <ul style="list-style-type: none"> a. How might the work of your committee support or provide value for members?
<p>Encourage participation through reporting: Info-Graphic which outlines where the membership dollars are spent.</p>

Work Plan Activity #1	
Activity Name:	Budget Review
Brief Description:	Review ACRL and Choice budget annually.

Activity #1 Timeline	
How long will it take to do this project?	
continuous project assigned in charge short-term project that will be completed this membership year multi-year project continuing past June 30, 2022. Expected completion date: <input type="text"/>	

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
X	Value of Academic Libraries
X	Student Learning
X	Research and Scholarly Environment
X	New Roles and Changing Landscapes
X	Core Commitment to Equity, Diversity & Inclusion
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
The budget has impact on all the programs and services of the association. Without sound fiscal management, the Plan for Excellence would be marginalized or non-existent. All of the component programs are vital to the membership and funding aids in the work they do benefitting all academic libraries across the U. S. and Canada.	

Activity #1 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Budget assumptions reviewed and discussed	Mid to late October 2023	B & F Committee, Executive Director, Staff Liaison	Staff Support

ACRL B&F LLX24 Doc 7.0

by Budget and Finance Committee			
Draft of FY 2025 budget reviewed at ALA LibLearnX Meeting	February 2024	B & F Committee, Executive Director, Staff Liaison	Staff Support
Final review of draft budget and vote by the Committee to recommend a proposed budget to the ACRL Board of Directors	June 2024	B & F Committee, Executive Director, Staff Liaison	Staff Support

Activity #1 Assessment**How will success be measured?**

Approval of proposed budget by the Board of Directors.

Work Plan Activity #2	
Activity Name:	Monitor CHOICE's financial outlook and new product development
Brief Description:	Monitor performance through subscriptions to core publications, ProQuest services, CC Advisor and Advertising/Sponsored Content.

Activity #2 Timeline
How long will it take to do this project?
continuous project assigned in charge
short-term project that will be completed this membership year
multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence
Check the best goal and objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
X Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
Success will be determined by performance and a balanced budget.

Activity #2 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Review and discuss Choice financial data at ALA LibLearnX and Annual	February 2024	B & F Committee, Executive Director, Choice Publisher, Staff Liaison	Staff Support

Activity #2 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Discuss new products and potential revenue streams for Choice at ALA LibLearnX and Annual	February 2024 and June 2024	B & F Committee, Executive Director, Choice Publisher, Staff Liaison	Staff Support

Activity #2 Assessment
How will success be measured?
Reports, budget reviews, discussions and recommendations will be made to the Board of Directors; new programs/ products are included.

Work Plan Activity #3	
Activity Name:	Continued evaluation of the dashboard tool relative to program outcomes
Brief Description:	Budget and membership

Activity #3 Timeline	
How long will it take to do this project?	
continuous project assigned in charge	
short-term project that will be completed this membership year	
multi-year project continuing past June 30, 2024. Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Budget and membership.	

Activity #3 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Continue to monitor the current dashboard model	Throughout the year	B & F Committee, Executive Director, Staff Liaison	Staff Support

Activity #3 Assessment	
How will success be measured?	
On-going assessment of outcomes relative to the programs being measures.	

Work Plan Activity #4	
Activity Name:	Review and recommend dues rates for FY 2025 to the ACRL Board of Directors.
Brief Description:	Ensure the health of the association through continuous and increased membership in all categories.

Activity #4 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
<input checked="" type="checkbox"/>	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Budget	

Activity #4 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Monitor HEPI data (Higher Education Price Index)	Throughout the year	ACRL Staff reports HEPI to the B & F Committee	Staff Support

ACRL B&F LLX24 Doc 7.0

Discuss HEPI and dues amounts at ALA LibLearnX	February 2024	ACRL Staff reports HEPI to the B & F Committee	Staff Support
Review HEPI data and possible dues amounts and develop recommendation for personal member dues for FY 2023 to the ACRL Board of Directors.	June 2024	ACRL Staff reports HEPI to the B & F Committee	Staff Support
Review organizational dues and develop recommendation to Board of Directors	June 2024	ACRL Staff reports HEPI to the B & F Committee	Staff Support
Review organizational dues and develop recommendation to Board of Directors	June 2024	ACRL Staff reports HEPI to the B & F Committee	Staff Support

Activity #4 Assessment**How will success be measured?**

Board of Directors approval of the FY2025 dues recommendations.

Work Plan Activity #5	
Activity Name:	Friends' disbursements and fundraising activities
Brief Description:	Budget

Activity #5 Timeline	
How long will it take to do this project?	
	continuous project assigned in charge
X	short-term project that will be completed this membership year
	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and objective.	
	Value of Academic Libraries
	Student Learning
	Research and Scholarly Environment
	New Roles and Changing Landscapes
	Core Commitment to Equity, Diversity & Inclusion
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	

Activity #5 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)

Advise the Board on Friends Funds and fundraising activities	Throughout the year	Executive Director, B & F Committee	Staff Support
--	---------------------	-------------------------------------	---------------

Activity #5 Assessment**How will success be measured?**

The level of giving and number of scholarships awarded.

Work Plan Activity #6	
Activity Name:	Advise Board of Directors on potential transfers to the Long-Term Investment Fund.
Brief Description:	This represents the effort to ensure long term financial strength so that ACRL can continue to provide a wide range of services to members.

Activity #6 Timeline	
How long will it take to do this project?	
	continuous project assigned in charge
X	short-term project that will be completed this membership year
	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence			
Check the best goal and objective.			
Value of Academic Libraries			
Student Learning			
Research and Scholarly Environment			
New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion			
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)		
Provide a brief sentence connecting your project to the goal area and objective you selected:			
Budget			
Activity #6 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)

ACRL B&F LLX24 Doc 7.0

Advise the Board of Directors concerning potential transfers from the net asset balance to the Long-Term Investment Fund	June 2024	B & F Committee, Executive Director	Staff Support
--	-----------	--	---------------

Activity #6 Assessment**How will success be measured?**

Approval of recommendation by the Board of Directors.

Work Plan Activity #7	
Activity Name:	Plan and conduct orientations to Budget and Finance Committee for new committee members and new ACRL Board of Directors members.
Brief Description:	To enable a better understanding of how the budget is designed and managed.

Activity #7 Timeline	
How long will it take to do this project?	
continuous project assigned in charge short-term project that will be completed this membership year multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Budget	
Activity #7 Outline	
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.	
Specific Action	Due Date Party Responsible Resources Needed (e.g., financial, tech, staff support)

ACRL B&F LLX24 Doc 7.0

Survey Committee members for availability	August/September, 2024	ACRL Staff	Staff Support
Plan activities for committee members' orientation	August/September, 2024	B & F Chair, Staff Liaison, Executive Director	Staff Support
Hold B & F committee members' orientation	Late Fall 2023	B & F Chair, Staff Liaison, Executive Director	Staff Support
Plan orientation for new Board of Directors members	Fall 2023	B & F Chair, Staff Liaison, Executive Director	Staff Support
Hold orientation for new Board of Directors members	Fall 2023	B & F Chair, Staff Liaison, Executive Director	Staff Support

Activity #7 Assessment**How will success be measured?**

Feedback from Survey of participants.

Work Plan Activity #8	
Activity Name:	Monitor the student membership relative to dues.
Brief Description:	Budget

Activity #8 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
<input checked="" type="checkbox"/> Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Retention and new members.	

Activity #8 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Monitoring the number of student members and whether membership is	Throughout the year	B & F Committee, Executive Director, Staff Liaison	Staff support

changing in response to discounted student fees.			
--	--	--	--

Activity #8 Assessment**How will success be measured?**

Sustained membership and member increases.

Work Plan Activity #9	
Activity Name:	Info-graphic showing how ACRL uses it funds.
Brief Description:	Member engagement; programs and services.

Activity #9 Timeline	
How long will it take to do this project?	
	continuous project assigned in charge
X	short-term project that will be completed this membership year
	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence			
Check the best goal and objective.			
Value of Academic Libraries			
Student Learning			
Research and Scholarly Environment			
New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion			
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)		
Provide a brief sentence connecting your project to the goal area and objective you selected:			
Review results of membership activity reported by staff.			
Activity #9 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)

ACRL B&F LLX24 Doc 7.0

monitor info-graphic data	Review at LLX22 meeting	B&F Committee, ACRL staff	Staff Support
---------------------------	-------------------------	---------------------------	---------------

Activity #9 Assessment**How will success be measured?**

Review outcomes relative to membership is all categories and programs.

Work Plan Activity #10	
Activity Name:	Monitor the level of the net asset balance (if any) to make recommendations to the Board of Directors.
Brief Description:	Budget

Activity #10 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input checked="" type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
<input checked="" type="checkbox"/>	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Ensure continued programming and a healthy association	

Activity #10 Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Ensure the level of the net asset balance is sufficient to enable	ALA LibLearnX 2024	B&F Committee and Executive Director	Staff Support

successful programming and in making recommendations to the Board of Directors.			
---	--	--	--

Activity #10 Assessment**How will success be measured?**

Monitor balances and ensure fiscal programming is managed within budget constraints.

Work Plan Activity #11	
Activity Name:	ALA Finances and Organizational Effectiveness
Brief Description:	Stay abreast of ALA finances, and implications for ACRL. Monitor ALA finances and SCOE recommendations and give input in conjunction with the ACRL Board. If there are recommendations that impact the ACRL budget, work with ACRL staff to update per approved guidelines.

Activity #11 Timeline	
How long will it take to do this project?	
continuous project assigned in charge	
short-term project that will be completed this membership year	
X	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Budget	

Activity #11 Outline**Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.**

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Review Forward Together interim report	ALA	B&F Committee and Executive Director	Staff Support
Meet with BARC liaison	ALA LLX24	B&F Committee and Executive Director	Staff Support
Review Forward Together final report	ALA Annual 2024	B&F Committee and Executive Director	Staff Support
Meet with BARC liaison	ALA Annual 2024	B&F Committee and Executive Director	Staff Support

Activity #11 Assessment**How will success be measured?**

ALA financial and SCOE reports are distributed to and reviewed by B&F committee. If there are implications for the ACRL and Choice budgets, committee will discuss and make recommendations.

Work Plan Activity #12	
Activity Name:	Core Commitment to Equity, Diversity and Inclusion
Brief Description:	Consider how ACRL can financially support its Core Commitment to EDI. Strategically review ACRL's annual budget with consideration to impact of EDI initiatives and programming. Consider adding a Social Justice Component to the EDI Core Commitment strategies.

Activity #12 Timeline	
How long will it take to do this project?	
continuous project assigned in charge	
short-term project that will be completed this membership year	
X	multi-year project continuing past June 30, 2022. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
X	Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Budget	

Activity #12 Timeline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Review ACRL budget with EDI lens	ALA LLX24	B&F Committee and Executive Director	Staff Support
Review ACRL budget with EDI lens,	ALA June 2024	B&F Committee and Executive Director	Staff Support

Activity #12 Assessment

How will success be measured?

The committee will monitor the ACRL budget and make recommendations while considering ACRL's Core Commitment to EDI.

