

ACRL Virtual Vote Sept24 Doc 1.0

Association of College & Research Libraries
ALA/ACRL American Library Association
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Board of Directors Action Form

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

Subject: ACRL and Choice FY25 Budget

Submitted by: Allison Payne, ACRL Interim Executive Director

Date submitted: 9/6/2024

Background

The ACRL Budget and Finance Committee and the ACRL Board of Directors discussed the preliminary FY25 budgets for ACRL and Choice based on the FY25 assumptions (Doc 1.5) during their meetings held in conjunction with the 2024 LibLearnX and 2024 Annual Conference.

Prior to the pandemic, in June, the Committee would make a recommendation to the ACRL Board for next year's budget, and the ACRL Board would approve at the ALA Annual Conference. An overview of ACRL's budget planning process can be found on the [Board Manual LibGuide](#). To allow more time to consider the most recent financial data, action now takes place in the late summer.

The final proposed budgets (Doc 1.2, Doc 1.4) and accompanying memos (Doc 1.1, Doc 1.3) for ACRL and Choice are included in this packet.

Stakeholders

The ACRL Board and B&F Committee have previously reviewed the FY25 preliminary budgets during the 2024 LibLearnX and 2024 Annual Conference.

Fiscal and Staffing Impact

Staff submitted ACRL's and Choice's FY25 budget by ALA Finance & Accounting's deadline of August 23, 2024. The ALA Executive Board will take action on the full ALA budget at the ALA Executive Board Fall Meeting in Chicago, IL on October 18-20, 2024. If the ACRL Board approves the ACRL and Choice budgets by the end of the virtual voting period, staff will report out the final budget to membership in a future issue of *C&RL News*.

Action Recommended (ACRL Budget & Finance Committee)

That the ACRL Budget and Finance Committee approves to recommend to the ACRL Board of Directors the FY25 budget with:

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

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- ACRL Revenues \$4,366,745
- ACRL Expenses \$4,411,489
- ACRL Net -\$44,744
- Choice Revenues \$2,291,366
- Choice Expenses \$2,210,679
- Choice Net \$80,687

Action Recommended (ACRL Board of Directors)

That the ACRL Budget and Finance Committee approves to recommend to the ACRL Board of Directors the FY25 budget with:

- ACRL Revenues \$4,366,745
- ACRL Expenses \$4,411,489
- ACRL Net -\$44,744
- Choice Revenues \$2,291,366
- Choice Expenses \$2,210,679
- Choice Net \$80,687

Strategic Goal Area Supported

Please see the [ACRL Strategic Plan](#), and select from the drop-down the goal area that will be affected most by this action.

☐ **Value of Academic Libraries**

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

☐ **Student Learning**

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

☐ **Research and Scholarly Environment**

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ **New Roles and Changing Landscapes**

Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ **Equity, Diversity & 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.

☒ **Enabling Programs and Services**

ACRL programs, services, and publications that target education, advocacy, and member engagement.

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To: ACRL Budget and Finance Committee, ACRL Board of Directors
From: Allison Payne, ACRL Interim Executive Director
Date: June 18, 2024; Updated September 6, 2024
Re: Overview of ACRL Preliminary FY25 Budget

ACRL Executive Summary

	FY25	FY23	FY23	FY23	FY21	FY21	FY21
	Budget	Actual	\$ Variance	% Variance	Actual	\$ Variance	% Variance
Beginning balance	\$3,627,668	\$3,218,533	\$409,135	13%	\$2,581,390	\$1,046,278	41%
Revenues	\$4,366,745	\$4,094,241	\$272,504	7%	\$3,229,958	\$1,136,787	35%
Expenses	\$4,411,489	\$3,685,106	\$726,383	20%	\$2,443,625	\$1,967,864	81%
NET	\$(44,744)	\$409,135	\$(453,879)	-111%	\$786,332	\$(831,076)	-106%
Ending balance	\$3,582,925	\$3,627,668	\$(44,744)	-1%	\$3,367,722	\$215,203	6%
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 (10.1) was developed by staff based on the FY25 budget assumptions (Doc 9.0). 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 presented at LLX24 was based on the approved assumptions includes a negative net, it was expected that ACRL will be asked to improve the net for future iterations. After LLX24, updates were made to the FY25 budget, so that it a positive net of \$92,985 was presented at the 2024 ALA Annual Conference. Since AC24, the permanent ACRL executive director salary has been approved and added to the FY25 budget, which results in a -\$44,744 year-end net.

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 have been discussions on the future of NABs, but as of June 2023, the net asset balances are still being recorded 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 cancellation 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.

ACRL 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 and adding New Roles and Changing Landscapes as a goal area. The agenda for a fall 2024 SPOS is still in development, but the goal is to identify what the current and future profession needs and priorities and how ACRL can best develop, reimagine and implement programming to support these identified priorities.

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 \$89K 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 \$16K is budgeted to support ACRL's new roles and changing landscape initiative.
- \$93K 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.

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:

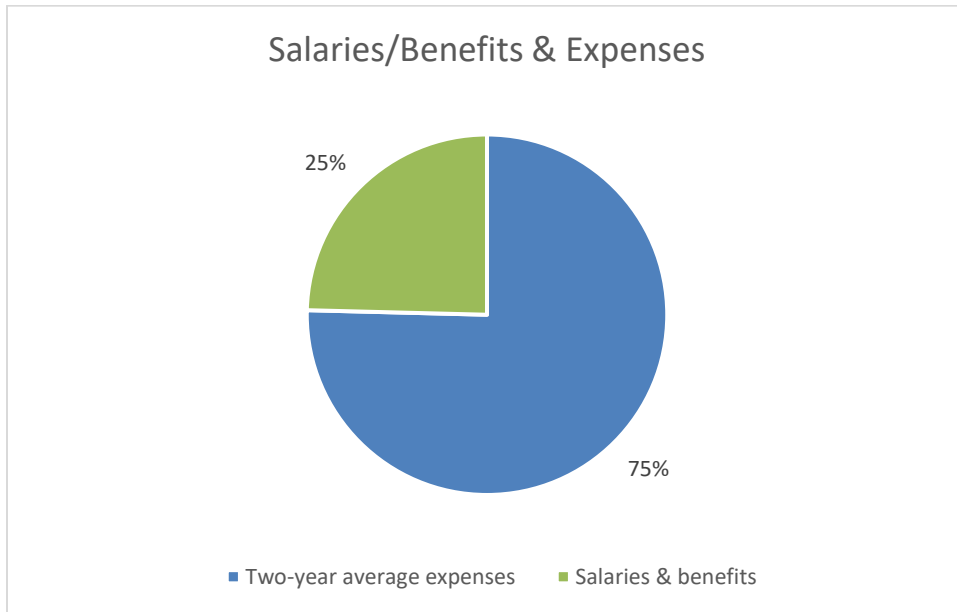
- Over \$58K to support ACRL's Core Commitment to Equity, Diversity and Inclusion, which includes support for the ACRL Diversity Alliance; organizational membership to the National Associations of Librarians of Color (NALCo); subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions; and TBD goal-area initiatives;
- \$14K for two ALA Spectrum Scholars;
- \$93K 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 FY25 budget assumptions, the FY25 budget includes a 3% increase for staff.



Executive Summary

	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
3	Beginning Reserves									
4	Reserve Sept. 1: ACRL Operating	\$4,389,385	\$4,687,946	\$3,430,260	\$3,311,824	\$2,581,390	\$3,367,722	\$3,218,533	\$3,627,668	\$3,627,668
5	Reserve Sept. 1: ACRL LTIs	\$3,567,882	\$4,180,025	\$4,956,786	\$4,954,016	\$5,523,667	\$5,523,667	\$5,388,667	\$5,170,620	\$5,170,620
6	Reserve Sept. 1: CHOICE Operating	\$2,648,059	\$2,533,295	\$2,926,294	\$2,571,980	\$2,587,461	\$2,587,461	\$2,376,282	\$2,342,915	\$2,342,915
7	Reserve Sept. 1: CHOICE LTI	\$849,196	\$880,574	\$572,349	\$538,536	\$557,493	\$557,493	\$557,493	\$557,493	\$557,493
8	Total	\$11,454,522	\$12,281,840	\$11,885,689	\$11,376,356	\$11,250,010	\$12,036,343	\$10,166,458	\$9,935,657	\$11,698,696
9										
10	Revenues									
11										
12	Membership									
13	Dues	\$638,573	\$609,906	\$598,848	\$559,495	\$521,102	\$539,937	\$497,854	\$520,827	\$523,876
14	Standards, Licensing Fees	\$1,802	\$2,704	\$38,714	\$204	\$0	\$250	\$150	\$150	\$300
15	Advisory	\$82,350	\$27,050	\$33,490	\$73,975	\$43,000	\$52,000	\$82,000	\$15,100	\$61,500
16	Awards	\$16,300	\$17,450	\$20,750	\$13,036	\$15,900	\$0	\$0	\$0	\$0
17	Special Events	\$21,729	\$31,282	\$34,887	\$12,300	\$3,500	\$15,125	\$15,125	\$15,125	\$12,000
18	Diversity Alliance	\$17,450	\$25,500	\$29,930	\$14,000	\$28,000	\$17,500	\$27,500	\$22,000	\$22,000
19	Project Outcome	\$0	\$0	\$37,250	\$1,500	\$4,288	\$6,525	\$13,685	\$6,950	\$10,550
20	Subtotal	\$778,204	\$713,892	\$793,870	\$674,510	\$615,789	\$631,337	\$636,314	\$580,152	\$630,226
21										
22	Publications									
23	CHOICE	\$2,940,494	\$2,813,283	\$2,520,863	\$2,435,934	\$2,327,415	\$2,246,444	\$2,251,395	\$2,251,395	\$2,291,366
24	ACRL Serials (Pre-FY24: C&RL)	\$21,142	\$14,758	\$16,054	\$19,131	\$13,630	\$19,325	\$20,325	\$567,461	\$534,493
25	(Pre-FY24: C&RL News)	\$648,554	\$569,964	\$613,958	\$464,730	\$423,458	\$460,437	\$537,725	\$0	\$0
26	(Pre-FY24: RBM)	\$34,661	\$22,871	\$29,870	\$27,365	\$27,460	\$23,756	\$17,598	\$0	\$0
27	Nonperiodical Publications	\$288,126	\$388,475	\$338,897	\$275,831	\$251,835	\$266,120	\$273,612	\$331,000	\$331,000
28	Library Statistics	\$129,540	\$116,797	\$123,554	\$86,561	\$105,847	\$193,036	\$228,299	\$287,375	\$215,000
29	Subtotal	\$4,062,517	\$3,926,148	\$3,643,197	\$3,309,552	\$3,149,645	\$3,209,118	\$3,328,954	\$3,437,231	\$3,371,859
30										
31	Education									
32	Institutes & Liscensed Workshops	\$277,048	\$421,728	\$308,921	\$39,305	\$30,430	\$291,850	\$266,850	\$263,600	\$268,600
33	ACRL Conference	\$2,815,296	\$36,635	\$2,549,663	(\$39,552)	\$1,471,283	(\$24,000)	\$1,980,330	(\$24,000)	\$2,059,406
34	Preconferences & RBMS Conference	\$238,601	\$265,297	\$223,245	\$7,160	\$193,461	\$240,071	\$209,982	\$195,373	\$234,928
35	Annual Conference & MW Programs	\$16,300	\$19,350	\$14,000	\$500	\$600	\$14,000	\$14,000	\$14,000	\$14,000
36	Web-CE	\$118,027	\$121,416	\$103,698	\$84,217	\$96,164	\$95,623	\$63,888	\$66,828	\$79,092
37	Subtotal	\$3,465,272	\$864,426	\$3,199,528	\$91,630	\$1,791,938	\$617,544	\$2,535,050	\$515,801	\$2,656,026
38										
39	Special Programs									
40	Friends of ACRL-Restricted	\$66,070	(\$9,737)	\$0	\$8,206	(\$15,670)	\$0	\$0	\$0	\$0
41	Friends of ACRL-Operating	\$2,500	\$0	\$0	(\$173)	\$0	\$0	\$0	\$0	\$0
42										
43	Misc. Revenues									
44	TBD Revenues	N/A	N/A	N/A	N/A	N/A	N/A	\$100,000	\$0	\$0
45										
46	Total Revenues									
47	Total Revenues ACRL	\$5,367,999	\$2,691,183	\$5,115,731	\$1,639,585	\$3,229,958	\$2,086,387	\$4,094,241	\$2,281,789	\$4,366,745
48	Total Revenues CHOICE	\$2,940,494	\$2,813,283	\$2,520,863	\$2,435,934	\$2,327,415	\$2,246,444	\$2,251,395	\$2,251,395	\$2,291,366
49	Total Revenues ACRL & Choice	\$8,308,493	\$5,504,466	\$7,636,594	\$4,075,519	\$5,557,373	\$4,457,999	\$6,500,318	\$4,533,184	\$6,658,111
50										

Executive Summary

	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)	(\$166,354)
55	Exec. Ctte. & Board	\$190,578	\$212,181	\$232,282	\$190,825	\$75,044	\$176,922	\$193,351	\$153,687	\$187,155
56	Advisory	\$111,170	\$100,632	\$60,706	\$96,548	\$51,954	\$60,958	\$73,993	\$50,097	\$60,001
57	Standards Distribution	\$10,190	\$15,293	\$8,592	\$1,053	\$348	\$10,593	\$813	\$843	\$529
58	Awards	\$38,163	\$47,571	\$48,676	\$41,038	\$37,628	\$32,446	\$8,033	\$16,967	\$16,762
59	Chapters	\$10,417	\$27,541	\$18,636	\$17,287	\$9,357	\$22,272	\$19,457	\$17,092	\$24,536
60	Committees	\$109,318	\$153,752	\$134,130	\$137,392	\$98,431	\$135,661	\$131,125	\$154,944	\$132,092
61	Sections	\$94,308	\$128,865	\$117,292	\$130,178	\$87,430	\$144,470	\$137,822	\$160,996	\$140,286
62	C&RL Over Revenue	\$44,455	\$38,594	\$32,209	\$35,603	\$0	\$31,353	\$38,784	(\$79,144)	(\$67,732)
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	\$35,019
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	\$131,478
67	Scholarly Communications	\$71,476	\$119,856	\$155,076	\$87,024	\$23,924	\$85,217	\$65,769	\$68,978	\$67,654
68	Value of Academic Libraries	\$110,646	\$118,069	\$57,851	\$31,246	\$1,882	\$45,040	\$27,509	\$28,996	\$11,579
69	Government Relations	\$36,459	\$56,668	\$42,629	\$35,495	\$17,037	\$44,369	\$21,280	\$26,360	\$12,509
70	Scholarships	\$81,270	\$40,845	\$82,580	\$2,500	\$0	\$37,000	\$74,500	\$40,000	\$93,000
71	Annual Conference Programs	\$43,920	\$35,012	\$41,123	\$26,389	\$6,105	\$37,589	\$27,706	\$27,922	\$27,757
72	New Roles & Changing Landscapes	\$0	\$13,896	\$7,236	\$16,532	\$15,611	\$24,204	\$20,451	\$20,374	\$17,663
73	Diversity Alliance	\$16,429	\$32,770	\$42,920	\$15,152	\$27,019	\$45,754	\$67,343	\$79,490	\$61,136
74	Project Outcome	\$0	\$49,690	\$247,565	\$194,456	\$77,764	\$97,865	\$91,497	\$108,501	\$98,353
75	Subtotal	\$1,261,058	\$1,509,368	\$1,505,733	\$1,124,254	\$638,359	\$1,098,408	\$823,401	\$1,007,597	\$897,623
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	\$2,198,424
79	C&RL	\$21,142	\$14,758	\$16,054	\$18,981	\$46,712	\$19,325	\$20,325	\$567,461	\$534,493
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	\$279,437
83	Library Statistics	\$82,569	\$70,310	\$147,932	\$59,202	\$126,401	\$180,786	\$321,298	\$268,483	\$223,112
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	\$3,235,466
85										
86	Education									
87	Institutes & Liscensed Workshops	\$279,929	\$367,138	\$293,394	\$92,101	\$43,321	\$285,425	\$269,972	\$275,180	\$275,798
88	ACRL Conference	\$2,166,094	\$238,096	\$2,093,753	\$155,844	\$737,177	\$290,106	\$1,817,397	\$154,732	\$1,911,014
89	Preconferences & RBMS Conference	\$179,508	\$243,900	\$203,473	\$53,364	\$94,223	\$227,434	\$189,337	\$191,132	\$201,962
90	Web-CE	\$51,415	\$76,078	\$49,631	\$59,841	\$57,671	\$72,070	\$43,922	\$80,190	\$69,526
91	Subtotal	\$2,676,945	\$925,212	\$2,640,251	\$361,149	\$932,392	\$875,035	\$2,320,628	\$701,234	\$2,458,300
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	\$18,524
96	Subtotal	\$126,315	\$55,620	\$197,818	\$65,738	(\$710)	\$107,721	\$93,243	\$86,003	\$78,524
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	\$4,411,489
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	\$2,198,424
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	\$6,609,913
102										

Executive Summary

[illegible]

	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	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRLD-EXMPT REVENUE/DIVISIONS					(\$500)	\$0	\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
5		Revenues	\$0	\$0	\$0	\$0	(\$500)	\$0	\$0	\$0		\$0
6												
7	5000	SALARIES & WAGES	(2,208)	(1,780)	(4,872)	-\$27	(\$337)	(\$14,472)	\$0	\$11,030	Salaries: Memo only; will be allocated to programs at year end.	\$10,668
8	5001	WAGES/TEMPORARY EMPLOYEES			2,195			\$0	\$0			
9	5002	OVERTIME WAGES	2,180	1,780	2,607	\$27	\$337	\$320	\$3,104	\$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	ACCURED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	(0)	0	(0)			\$0	\$466	\$3,530	Benefits of Line 5000 & 5002. Memo only: will be allocated to programs at year end.	\$3,227
13	5015	TUITION REIMBURSEMENT						\$0	\$0	\$0		\$0
14	5016	PROFESSIONAL MEMBERSHIPS	2,052	3,022	1,094	\$369		\$0	\$470	\$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						\$0	\$0			
17	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$14,152	\$61,268	\$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						\$0	\$0			
23	5140	EQUIP/FURN REPAIRS			49			\$0	\$0	\$100	Shared	\$100
24	5141	MAINTENANCE AGREEMENTS						\$0	\$0			
25	5150	MESSANGER SERVICE	136	371	83		\$65	\$0	\$0	\$150	Messenger service	\$150
26	5151	DUPLICATION/OUTSIDE						\$0	\$0			
27	5210	TRANSPORTATION	4,677	7,972	3,918	\$2,633		\$1,839	\$270	\$2,000	Travel expenses for ED to meet with non-liaison associations, potential donors, governmental agencies and to conduct association business (Choice 1 site visit); 3 flights at (\$400); and local transportation \$100 each trip.	\$1,500
28	5212	LODGING & MEALS	6,915	4,901	1,815	\$5,129		\$289	\$836	\$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. 1 trip to Choice. 1 ACLS. 1 misc	\$1,050
29	5214	ENTERTAINMENT			128			\$0	\$0	\$0		\$0
30	5216	BUSINESS MEETINGS	1,019	826	420			\$0	\$0	\$250	Business meetings.	\$250
31	5219	UNALLOCATED AMERICAN EXPRESS						\$0	\$0			
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	\$4,602	\$1,000	Meal Functions - Group meals Executive Director hosts to conduct association business during travel. Reduced from \$1K to \$400 (updated: AC24 FY25).	\$500

	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	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	\$0	\$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	\$2,344	\$3,564	Domain name fees for acrl.org and acrlog.xxx (\$300); bulk email provider (now provided by ALA). Moved to ALA IT budget in FY25: survey software subscription (SurveyMonkey or other \$1,008); Zoom \$2,256 = 2 Zoom Pro at \$72/year and Pro Webinar at \$2 112/year	\$300
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	\$3,951	\$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	\$3,857	\$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	\$3,134	\$7,717	Minor equipment and computer software costing. Est. financial software licenses: \$2,500. Volunteer system: \$1,500. Moved to ALA IT budget in FY25: Adobe Creative Cloud Suite: \$3717.	\$4,000
53	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$3,257	Reference materials and subscriptions to professional journals. Chronicle subscription provided by ALA Library per ALA Operating Agreement.	\$0
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	\$0	\$175		\$0
58	5523	POSTAGE/E-MAIL	10	1,759	603		\$60	\$1,000	\$36	\$1,000	Postage	\$1,000
59	5525	UTILITIES						\$0	\$0	\$0		\$0
60	5530	DEPRECIATION F/E	0	0	(0)	\$0	(\$1)	\$1,000	\$0	\$1,000	Depreciation: PC/Laptop Rollout \$5,759. Furniture depreciation includes \$10,369. Note: "ALA provides to Divisions at no direct charge the following services of ALA Departments and Offices: Basic furniture and equipment "	\$16,128
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	2024 Budget	2025 Notes	2025 Budget
63	5533	DO NOT USE N/S Intangible Assets						\$0	\$0			
64	5540	ROYALTY EXPENSE	230	51				\$0	\$0	\$0		\$0
65	5541	COLLECTION EXPENSE						\$0	\$0			
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)	(\$54,286)	(\$79,882)	Portion of ACRL operating expenses allocated to projects at same % as salary matrix	(\$82,469)
72											Reverse out charges to projects (memo includes CHOICE amount)	
73											(\$83,221)	
74	5800	IMPAIRMENT / GW INTANGIBLE ASSETS						\$0	\$0			
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	(\$231,708)	\$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 February 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).	(\$259,000)
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	\$0	\$750	IUT distribution	\$750
83	5910	IUT/REPRO CTR	6,979	1,777	2,367	\$394	\$16	\$38	\$179	\$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	\$0	\$15,271	Transfer from CHOICE	\$14,647
88	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
89	5999	IUT/MISC						\$0	\$10,650	\$0		\$0
90	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
91	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
92	5600	TAXES/INCOME						\$0	\$0	\$0		
93		Expenses	(0)	0	(416)	-\$1	(\$1)	\$2,701	(\$190,827)	\$0		(\$259,000)
94												
95		Net	0	(0)	416	\$1	(\$499)	(\$2,701)	\$190,827	\$0		\$259,000

Project: 3200

	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	2024 Budget	2025 Notes	2025 Budget
10	5000	SALARIES & WAGES	\$47,110	\$57,764	\$59,484	\$76,878	\$39,298	\$38,248	\$45,233	\$40,443	Salaries calculated % of ACRL total salaries detailed in the salary matrix	\$39,115
11	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
12	5002	OVERTIME WAGES						\$0	\$0			
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	\$12,621	\$12,942	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$11,832
16	5110	PROFESSIONAL SERVICES	\$43,429	\$54,740	\$24,222	\$10,113	\$9,613	(\$3,500)	\$2,929	\$0	Booth graphics refresh (\$2,500). Not needed in FY25 with evergreen graphics from past refresh.	\$0
	5122	BANK S/C	\$15,624	\$13,420	\$14,383	\$11,802	\$13,513	\$14,265	\$14,434	\$15,104	Bank service fees (2.9% of dues)	\$15,192
18	5130	LOBBYING / CONSULTING						\$0	\$0			
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
20	5350	PROGRAM ALLOCATION	\$20,352	\$37,605	\$37,594	-\$4,543	\$5,063	\$1,785	\$3,352	\$23,000	Three Emerging Leader sponsorships (\$1,000 x 3 = \$3,000); removed in FY25 second iteration AC24. \$15K for TBD stratetic initiatives; reduced to 10k in FY25 second iteration AC24 \$5,000 for new engagement fair banner signs; need to keep this one to update signs for ACRL 2025	\$15,000
	5402	PRINTING-OUTSIDE	\$4,421	\$3,703	\$4,764	\$4,911	\$223	\$0	\$0	\$0		\$0
22	5410	MAIL SERVICE-OUTSIDE				\$240		\$0	\$0			
23	5430	WEB OPERATING EXPENSES	\$1,199	\$89	\$0	\$250	\$300	\$3,345	\$3,249	\$0	Feathr digital marketing charges - \$7,000	\$7,000
24	5500	SUPPLIES/OPERATING	\$1,238	\$6,298	\$1,228			\$0	\$48	\$500		\$500
25	5523	POSTAGE/E-MAIL						\$0	\$0	\$0	Postage (based on FY23 actual)	\$0
26	5530	DEPRECIATION F/E				\$524	\$224	\$424	\$530			
27	5599	MISC EXPENSE	\$2,944	\$2,377	\$2,153	\$1,791	\$520	\$407	\$2,190	\$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.	\$2,757
	5800	IMPAIRMENT / GW INTANGIBLE ASSETS						\$0	\$0			
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
32	5904	TRANSFER TO/FROM ENDOWMENT			(125,000.00)	-\$157,096	0.00	0.00	\$0	(\$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
	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	\$23	\$0	IUT-reprographics (based on actual)	\$0
38	5912	IUT-Copyediting/Proofreading						\$0	\$0	\$0		\$0
39	5600	TAXES/INCOME						\$0	\$0	\$0		
40		Expenses	\$156,923	\$198,449	\$48,452	-\$30,473	\$70,174	\$59,803	\$84,609	(\$79,153)		\$92,646
41												
42		Net	\$481,650	\$411,457	\$550,396	\$590,002	\$451,017	\$445,765	\$424,329	\$599,980		\$431,230

ACRL FY25 Preliminary

Project: 3201

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Board/Exec. Cttee. 3201											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024	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	\$96,120	\$85,787	Salaries calculated at % of total ACRL salaries as shown in salary matrix.	\$74,082
7	5005	ATTRITION FACTOR					-\$18,755	(\$10,178)	\$0			
8	5010	EMPLOYEE BENEFITS	21,905	27,674	26,191	\$28,967	\$21,084	\$27,590	\$26,820	\$27,452	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$22,410
9	5011	LIFE INSURANCE						\$0	\$0			
10	5041	BLUE CROSS REFUND						\$0	\$0			
11	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
12	5110	PROFESSIONAL SERVICES	12,573	9,348	33,250	\$8,187	\$5,963	\$0	\$4,768	\$10,000	SPOS Facilitator \$10,000	\$10,000
13	5150	MESSENGER SERVICE	274	557	629			\$0	\$0	\$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. SPOS: 15 total ppl X \$450 (\$400 airfare + \$50 luggage fee) = \$6750 = 14 Board members air travel + 1 facilitator. Ground transportation 15 ppl x \$100 ea.= \$1500. Grand total = \$8250. 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.	\$13,200
14	5210	TRANSPORTATION									ASAE Board Training: Air travel for Executive Director and President elect to attend meeting. 2 ppl x \$450 (\$400 airfare + \$50 luggage fee) = \$900.	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Board/Exec. Cttee. 3201											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024	2025 Notes	2025 Budget
15	5212	LODGING & MEALS	23,409	20,136	23,333	\$15,902		\$3,079	\$8,129	\$12,163	LLX: Staff hotel = \$1068 = 1 person x 4 nights @ \$267. Per Diem: Staff meals 1 person x 5 days x \$70 per diem = \$350. Grand total = \$1138. AC: Per ALA Operating Agreement, ALA will cover staff expenses to attend Annual. SPOS: 20 ppl x 4 night X \$270 (223 rate + 47 Nightly Fees) = \$21600. Per diem = 20 ppl * \$70 *1 day = \$1400. Grand total = \$2400. ARL/CNI/ACLS for President and ED: 2 ppl x 3 trips x 2 nights x \$250 = \$3,000. Meal reimbursement: 2 ppl x 3 trips x 3 days x \$70 per diem = \$1260. Grand total = \$4260. ASAE Board Training: ED and VP: 2 ppl x at 3 nights x \$250 = \$1500. Meal Reimbursement: 2 ppl x 2 days x \$70 per diem = \$280. Grand total = \$1780.	\$32,158
16	5214	ENTERTAINMENT						\$0	\$0	\$0		\$0
17	5216	BUSINESS MEETINGS	1,990	1,990	2,429	\$0	\$498	\$250	\$350	\$750	ASAE registration for ED & VP: \$1395 * 2 = \$2790.	\$2,790
18	5219	UNALLOCATED AMERICAN EXPRESS						\$0	\$0	\$0		\$0
19	5300	FACILITIES RENT				\$750		\$0	\$0	\$0	SPOS facility rental. One room at \$400/day.	\$1,200
20	5301	CONFERENCE EQUIPMENT RENTAL	6,823	4,353	2,050	\$2,780		\$0	\$0	\$1,500	LLX: Av per max 2 hr mtg: Board Setup with Hybrid Option (projector & screen, table mics (up to 10), mixer & technician, streaming internet, video conferencing) x \$4,500 x 2 mtg = \$9,000. Removed for FY25. Board will meet virtually. SPOS: inc. screen, LCD projector, 2 wireless mics. SPOS total = \$3,400.	\$3,400
21	5302	MEAL FUNCTIONS	27,078	23,684	36,236	\$25,181		\$5,806	\$4,662	\$3,990	Removed for FY25: LLX Board Lunch catered at conv ctr/hotel 14 ppl x \$90 ea. = \$1260 due to Board meeting virtually for LLX. Board meals @ AC: Optional group dinner 14 ppl @ \$45 person = \$630. Board lunch in the suite 14 ppl @ \$90 ea = \$1,260. \$100 for ED and Pres Inaugural banquet tickets. Grand total = \$1990. Removed between AC24 and virtual vote: AC Board orientation catered breakfast for 15 ppl @ \$50 ea = \$750. Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4 = \$1250.	\$21,114
22											SPOS meals at hotel plus social event Wed catered breakfast for 11 ppl @ \$52 ea = \$520 catered lunch for 11 ppl @ \$84 ea = \$840 1 catered break AM for 11 ppl @ \$30 ea = \$300 1 catered arrival break for PM 20 ppl @ \$35 ea = \$665 group dinner for 20 ppl @ \$115 per person = \$2185 Wed total = \$4510 Thurs catered breakfast and break for 20 ppl @ \$52 ea = \$760 catered lunch for 20 ppl @ \$89 ea = \$1292 1 catered AM break for 20 ppl @ \$30 ea = \$570 2 catered PM break for 20 ppl @ \$25 ea = \$475 group dinner for 20 ppl @ \$115 per person = \$2185 Thurs total = \$5282 Fri catered breakfast and break for 20 ppl @ \$52 ea = \$760 catered lunch for 20 ppl @ \$89 ea = \$1292 1 catered AM break for 20 ppl @ \$30 ea = \$570 Fri total = \$2622 SPOS grand total = \$14466 + \$3183 (22% service charge) = \$17649	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Board/Exec. Cttee. 3201											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024	2025 Notes	2025 Budget
23	5303	EXHIBITS						\$0	\$0	\$0		\$0
24	5305	SPEAKER/GUEST HONORARIUM						\$41	\$0			
25	5350	PROGRAM ALLOCATION	397		139		\$236	\$0	\$0	\$0	Board program expenses.	\$0
26	5402	PRINTING-OUTSIDE	263	162	170			\$0	\$0	\$233		\$0
27	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE						\$0	\$0	\$0	Board group photo	\$0
28	5420	COPYRIGHT FEES					\$27	\$44	\$0	\$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	\$616	\$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		\$0	\$0			
35	5530	DEPRECIATION F/E	310	310	579	\$634	\$366	\$1,049	\$1,126	\$0		\$0
36	5599	MISC EXPENSE	4,479	3,796	3,116	\$2,168	\$851	\$922	\$4,653	\$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.	\$5,221
37	5909	IUT/DIST CTR	9		68			\$0	\$60	\$0	IUT-Distribution	\$0
38	5910	IUT/REPRO CTR	2	3,253	21			\$0	\$0	\$100	IUT-Reprographics	\$100
39		Expenses	190,578	212,181	232,282	\$190,825	\$75,044	\$129,640	\$150,440	\$153,687		\$187,155
40												
41		Net	(190,578)	(212,181)	(232,282)	(\$190,825)	(\$75,044)	(\$129,640)	(\$150,440)	(\$153,687)		(\$187,155)

ACRL FY25 Preliminary

Project: 3202[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Trends & Statistics 3202											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024	2025 Notes	2025 Budget
20	5000	SALARIES & WAGES	10,417	12,173	14,535	28,089	70,247	\$79,430	\$75,097	\$72,919	Salaries @ % of ACRL salaries per salary matrix	\$71,119
21	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
22	5002	OVERTIME WAGES						\$0	\$0			
23	5005	ATTRITION FACTOR					(20,467)	(\$4,113)	\$0			
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	\$20,954	\$23,334	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$21,513
			84,500	51,000	54,500			\$157,017	\$116,246	\$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	\$1,940	\$0	Bank service charge 2% of revenues.	\$2,980
30	5130	LOBBYING / CONSULTING						\$0	\$0			
31	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
32	5402	PRINTING-OUTSIDE	4,123	1,022	2,539		1,234	\$900	\$46	\$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	\$4,480	\$120,066	web hosting (\$950/month); Omeda subscription fulfillment (\$3,500); Proximo support (\$500/month ad hoc per month); Payback to PLA annually through FY26 (\$21,500); Proximo improvements (TBD) (\$50,000). AC24: reduced Proximo support from \$1K/month to \$500/month = \$6K savings.	\$92,400
38	5430	WEB OPERATING EXPENSES									Moved to ALA IT budget in FY25: Survey Monkey (\$4785)	
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	\$0	\$10,274	Transaction fee (4.6% x line 4103)	\$6,854
42	5480	COST OF SALES	19,868	10,237	69,307	(330)	29,771	\$0	\$0	\$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	\$2,638	\$5,360	All print copies destroyed at the end of FY24	\$0
45	5030	STAFF RECRUITMENT/RELOCATION						\$0	\$0			
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	\$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						\$0	\$0			
51	5543	BAD DEBT EXPENSE	1,100	1,211	0		(2,311)	\$1,930	\$2,283	\$2,233	Bad debt (1% of gross revenues)	\$1,490
			651	502	527	655		\$774	\$3,635	\$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.	\$5,013
52	5599	MISC EXPENSE					928.98				PPO LTC grant funds	(\$10,000)
53	5560	ORG SUPPORT/CONTRIBUTION									IUT-Overhead: 50 % ALA rate	\$19,743
54	5911	IUT/OVERHEAD	16,836	15,417	16,312	11,433	13,979	\$13,080	\$14,491	\$29,594		\$0
55	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
56	5600	TAXES/INCOME						\$0	\$0	\$0		
57		Expenses	82,499	69,574	147,833	59,202	126,401	\$302,470	\$242,690	\$268,483		\$223,112
58												
59		Net	47,040	47,222	(24,280)	27,359	(20,553)	(\$203,756)	(\$133,322)	(\$45,134)		(\$74,112)

	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	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	\$94,317	\$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	\$94,317	\$15,100		\$61,500
7												
8	5000	SALARIES & WAGES	39,653	50,047	15,582	\$32,217	\$10,029	\$30,516	\$28,468	\$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	\$19,558
9	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
10	5002	OVERTIME WAGES						\$0	\$0			
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	\$7,943	\$6,392	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,916
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	\$58,750	\$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	\$0	\$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	2024 Budget	2025 Notes	2025 Budget
17	5210	TRANSPORTATION	42	2,550	43	\$1,236		\$0	(\$387)	\$0		\$0
18	5212	LODGING & MEALS	(894)	72	902	\$75		\$52	(\$39)	\$0	Lodging & Meals	\$0
19	5302	MEAL FUNCTIONS						\$0	\$82			
20	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0		\$0
21	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$0	Reference material	\$0
22	5530	DEPRECIATION F/E				\$219	\$57	\$338	\$334			
23	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
24	5599	MISC EXPENSE	2,478	2,059	565	\$515	\$133	\$311	\$1,378	\$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.	\$1,378
25	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0	\$0		\$0
26	5905	IUT/TELEPHONE						\$0	\$0	\$0	Telephone (based on last year's actual)	\$0
27	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
28	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
29	5909	IUT/DIST CTR	5					\$0	\$0	\$0	Postage(based on last year's actual)	\$0
30	5910	IUT/REPRO CTR	41					\$0	\$0	\$0	Copying (based on last year's actual)	\$0
31	5999	IUT/MISC						\$0	\$0	\$0		\$0
32	5911	IUT/OVERHEAD	10,870	3,571	4,437	\$9,802	\$5,698	\$11,667	\$12,497	\$2,001	IUT-General Overhead IUT 50% of ALA General overhead rate on revenue from consulting fees (line 4490).	\$8,149
33	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
34	5600	TAXES/INCOME						\$0	\$0	\$0		
35		Expenses	107,809	100,239	60,600	\$96,548	\$51,954	\$90,916	\$109,026	\$50,097		\$60,001
36												
37		Net	(25,459)	(73,189)	(27,110)	-\$22,573	-\$8,954	(\$2,866)	(\$14,709)	(\$34,997)		\$1,499

	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	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						\$0	\$0			
7	4423	ENDWMNT GAIN/LOSS-UNREALIZED						\$0	\$0			
8	4429	OVRHD-EXMPT REVENUE/DIVISIONS	1,802	2,204	1,299			\$0	\$165	\$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	\$165	\$150		\$300
12												
13	5000	SALARIES & WAGES	5,421	7,585	2,082	735	319	\$1,587	\$5,654	\$399	Salaries % of ACRL total salaries listed in the salary matrix	\$356
14	5005	ATTRITION FACTOR					(93)	(\$848)	\$0			
15	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
16	5010	EMPLOYEE BENEFITS	1,657	2,276	641	229	105	\$463	\$1,578	\$128	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$108

	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	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						\$0	\$0			
20	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
21	5141	MAINTENANCE AGREEMENTS						\$0	\$0			
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	\$0	\$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	\$66	\$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	\$274	\$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.	\$25
35	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
36	5909	IUT/DIST CTR	106	180	153	69	11	\$8	\$12	\$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	\$7,584	\$843		\$529
41												
42		Net	(8,388)	(12,589)	(7,128)	(849)	(348)	(\$1,198)	(\$7,419)	(\$693)		(\$229)

	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	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 SCEL C for CLS award; \$2,500 from American Psychological Association for EBSS award; \$2,500 from De Gruyter for ESS Grant (estimate, actual figure in euros) \$1,000 from Carrick Enterprises for Rockman Publication award; \$1,000 from Library Juice Academy for ULS award; \$1,500 from Duke University Press for WGSS awards; All other awards given directly to winners by donors Removed awards revenues in FY24 due to pause through June 2024.	\$0
4	4429	OV RHD-EXMPT REVENUE/DIVISIONS			4,500			\$0	\$0	\$0	Normal Administrative Fees: \$1000 Academic/Research Librarian of the year; \$300 for 2 CJCLS awards; \$200 for CLS; \$300 DLS award; \$500 EBSS award; \$500 ESS grant (estimate, actual figure in euros); \$600 for IS Innovation award; \$200 IS Ilene Rockman Publication of the year; \$300 PPIRS award; \$200 ULS award; \$300 WGSS awards \$500 Atkinson Endowment admin fee IUTs from unfunded awards: \$200 IS Dudley award	\$0
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	2024 Budget	2025 Notes	2025 Budget
8												
9	5000	SALARIES & WAGES	15,576	22,820	24,676	20,244	22,892	\$5,854	\$10,969	\$12,255	Salaries % of ACRL total salaries listed in the salary matrix	\$12,209
10	5005	ATTRITION FACTOR					(6,670)	(\$2,670)	\$0			
11	5010	EMPLOYEE BENEFITS	4,759	6,846	7,602	6,305	7,498	\$1,706	\$3,061	\$3,922	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,693
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						\$0	\$0			
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	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	\$129	\$0		\$0
29	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
30	5599	MISC EXPENSE	973	939	894	324	303	\$57	\$531	\$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.	\$860
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						\$0	\$0	\$0		\$0
43		Expenses	38,163	47,571	48,676	41,038	37,628	\$5,012	\$14,690	\$16,967		\$16,762
44												
45		Net	(21,863)	(30,121)	(27,926)	(28,002)	(21,728)	(\$3,812)	(\$14,690)	(\$16,967)		(\$16,762)

	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	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	\$16,260	\$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.	\$17,780
8	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
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	\$4,537	\$3,922	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,378
13	5141	MAINTENANCE AGREEMENTS						\$0	\$0			
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	\$0	\$0	Board approved virutal only Chapter visits.	\$0
17	5212	LODGING & MEALS	1,247	522	714			\$0	\$0	\$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	\$1,306	\$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	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Notes	2025 Budget
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	\$191	\$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	\$787	\$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.	\$1,253
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	\$0	\$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						\$0	\$0	\$0		
48		Expenses	10,417	27,541	18,636	17,287	9,357	\$12,704	\$23,081	\$17,092		\$24,536
49												
50		Net	(10,417)	(27,541)	(18,636)	(17,287)	(9,357)	(\$12,704)	(\$23,081)	(\$17,092)		(\$24,536)

	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	2024 Budget	2025 Notes	2025 Budget
3	4000	DUES/PERSONAL					-74	\$0	\$0			
4	4400	DONATIONS/HONORARIA	1,000					\$0	\$0			
5	4430	MISCELLANEOUS FEES						\$0	\$0			
6	4490	MISCELLANEOUS REVENUE						\$0	\$0			
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	\$73,159	\$110,298	Salaries % of ACRL total salaries listed in salary matrix	\$94,825
10	5005	ATTRITION FACTOR					(26,267)	(\$11,030)	\$0			
11	5010	EMPLOYEE BENEFITS	21,722	32,956	29,963	\$31,292	29,528	\$31,610	\$20,413	\$35,295	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$28,684
12	5110	PROFESSIONAL SERVICES				\$3,313	3,313	\$0	\$0			
13	5122	BANK S/C	29					\$0	\$0	\$0		\$0
14	5150	MESSENGER SERVICE	57					\$0	\$0	\$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
16	5350	PROGRAM ALLOCATION	1,455					\$0	\$238	\$600	Division-level committees are entitled to up to \$150 each. Budget based on historical actuals = \$250 Interest Groups are entitled to up to \$150. Budget based on historical actuals = \$300.	\$550
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	\$0	\$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	\$0	\$100		\$100
23	5530	DEPRECIATION F/E	307	368	663	685	513	\$1,201	\$1,192	\$0	0	\$0
24	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
25	5599	MISC EXPENSE	4,442	4,519	3,525	1,607	1,192	\$1,057	\$4,927	\$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.	\$6,683
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	\$99,929	\$154,944	0	\$132,092
30												
31		Net	(104,432)	(153,752)	(134,130)	(137,392)	(98,505)	(\$131,272)	(\$99,929)	(\$154,944)	0	(\$132,092)

	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	2024	2025 Notes	2025 Budget
3	4000	DUES/PERSONAL				-34.17	-15.83	\$0	\$0			
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	\$85,377	\$79,660	Salaries calculated at % of total ACRL salaries per time study.	\$67,563
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	\$23,822	\$25,491	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$20,438
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						\$0	\$0	\$0		
20	5150	MESSENGER 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	\$11,944	\$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	\$1,000	\$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	\$4,133	\$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.	\$4,762
33	5909	IUT/DIST CTR	4	4	6	20		\$0	\$0	\$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						\$0	\$0	\$0		\$0
39		Expenses	94,308	128,865	117,292	130,178	87,430	\$139,479	\$126,276	\$160,996		\$140,286
40												
41		Net	(91,808)	(125,315)	(117,292)	(130,351)	(87,446)	(\$139,479)	(\$126,276)	(\$160,996)		(\$140,286)

	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	2024 Budget	2025 Notes	2025 Budget
3	4601	RETURNS/CREDITS						\$0	\$0	(\$5)	Returns @ 5% of line 4109	(\$5)
4	4108	SALES/ALA STORE						\$0	\$0			
5	4109	SALES/MISC						\$0	\$0	\$100	Sales of back issues (based on fy23 actual and historical)	\$50
6	4110	SUBSCRIPTIONS						\$0	\$0	\$10,166	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: \$3,620)	\$10,698
7	4140	ADVERTISING/GROSS						\$0	\$0	\$0	Recognizing all revenue in 4143	\$0
8	4143	ADVERTISING/ON-LINE	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
9	4610	COMMISSION/LINE ADV		(34)	(299)	(506)	(504)	(\$752)	\$0	(\$7,200)	Advertising representatives' commissions, 4.5% of sales (4143, 4429). FY25 budgeted total ad sales \$150,000	(\$6,750)
10	4611	COMMISSION/SALES REP	(596)	(225)	19			\$0	\$0	\$0	All commissions being recognized in 4610	\$0
11	4612	COMMISSION/ADVERTISING AGENCY						\$0	\$0			
12	4142	ADVERTISING/CLASSIFIED						\$0	\$0	\$400,000	Classified ad revenue - ACRL share of JobLIST ad sales (based on FY24 actual YTD)	\$375,000
13	4420	INT/DIV						\$0	\$0	\$0		\$0
14	4421	ROYALTIES	8,374	7,517	7,035	7,256	5,083	\$3,680	\$6,665	\$4,400	Royalties from aggregators, based on FY23 actual with continued small decline year to year based on historical.	\$5,500
15	4429	OVRHD-EXMPT REVENUE/DIVISIONS		7,500	9,300	12,380	9,050	\$16,100	\$12,000	\$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
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	\$18,665	\$557,200		\$534,493

	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	2024 Budget	2025 Notes	2025 Budget
19												
20	5000	SALARIES & WAGES	14,922	19,141	16,684	20,332	17,787	\$234,915	\$143,237	\$213,365	Salaries calculated at % of total ACRL salaries listed in salary matrix. (combined salaries for 3 serials projects)	\$206,362
21	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
22	5002	OVERTIME WAGES					14	\$249	\$0			
23	5005	ATTRITION FACTOR					(5,148)	(\$2,140)	\$0			
24	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
25	5010	EMPLOYEE BENEFITS	4,559	5,742	5,219	6,332	5,828	\$68,706	\$40,297	\$68,277	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting. (combined for 3 serials projects)	\$62,425
26	5011	LIFE INSURANCE						\$0	\$0			
27	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0			
28	5110	PROFESSIONAL SERVICES	10,200	9,554	9,288	9,550	9,250	\$12,350	\$12,350	\$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
29	5120	LEGAL FEES						\$0	\$0			
30	5121	AUDIT/TAX FEES						\$0	\$0			
31	5122	BANK S/C		14	361	56	27	\$0	\$0	\$1,077	Bank service fee, based on FY23 actual and historical	\$750
32	5130	LOBBYING / CONSULTING						\$0	\$0			
33	5140	EQUIP/FURN REPAIRS						\$0	\$0			
34	5141	MAINTENANCE AGREEMENTS						\$0	\$0			
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
40	5400	EDITORIAL/PROOFREADING/OUTSIDE	4,750	5,350	5,250	5,400	6,850	\$3,250	\$7,076	\$5,850	CRL: 25 hours per issue x \$50/hr x 7 issues=\$3,250 RBM: 10 hours per issue x \$30/hr x 2 issues=600 Anticipate hourly price increase from \$25 to \$50 for FY25 as we've been paying below market rate. We settled on a new copy editor so reduced the estimated hourly cost from \$50 to \$20 for AC24. Move in JUT line below since done internally.	\$5,850
41	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0	Typesetting	\$0

	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	2024 Budget	2025 Notes	2025 Budget
42	5402	PRINTING-OUTSIDE						\$0	\$0	\$2,800	Printing issues of RBM (\$2,566/issue x 2, based on FY23 actual + 8% increase based on estimate from Walsworth, assuming page counts at FY23 level)	\$5,132
43	5403	BINDING-OUTSIDE						\$0	\$0	\$0	NA	\$0
44	5404	DESIGN SERVICE-OUTSIDE						\$0	\$0	\$1,650	Design work for C&RL News cover (\$150/issue)	\$1,650
45	5406	REVIEW SERVICE						\$0	\$0	\$0		\$0
46	5410	MAIL SERVICE-OUTSIDE						\$0	\$0	\$650	Mail service--outside. Includes handling. Based on FY23 actual and historical, taking into account potential increases in postage - RBM only.	\$1,200
47	5411	ADVERTISING/SPACE						\$0	\$0			
48	5412	ADVERTISING/DIRECT						\$0	\$0	\$700	Promo Costs – \$500 Direct, e.g. brochure, flyers, space ads for subscriptions; \$200, marketing online career center. Removed for FY25 in AC24 budget	\$0
49	5413	MAIL LIST RENTAL						\$0	\$0			
50	5414	SUPPLIES/PRODUCTION						\$0	\$0			
51	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE						\$0	\$0	\$100	Based on FY23 actual and historical - RBM only	\$100
52	5416	ADVERTISING PRODUCTION COST						\$0	\$0			
53	5420	COPYRIGHT FEES						\$0	\$0			
54	5430	WEB OPERATING EXPENSES	18,850	6,996	4,662	5,969	7,514	\$4,315	\$6,871	\$21,773	Online hosting fees - estimated 345 total articles across 3 serials X \$42 per article=14,490 7,019 annual altmetric fee (FY23 actual) 1,085 portico digital preservation fee (FY23 actual)	\$21,773
55	5431	WEBINAR/WEBCASTS/WEB CE EXP						\$0	\$0			
56	5432	PURCHASED INVENTORY						\$0	\$0			
57	5433	ORDER PROCESSING/FULFILLMENT						\$0	\$46			
58	5480	COST OF SALES						\$0	\$0			
59	5500	SUPPLIES/OPERATING						\$0	\$44			
60	5501	EQUIPMENT & SOFTWARE/MINOR	4,830					\$0	\$0	\$0		\$0
61	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0			
62	5510	INSURANCE						\$0	\$0			
63	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0			

	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	2024 Budget	2025 Notes	2025 Budget
64	5521	SPACE RENT						\$0	\$0			
65	5522	TELEPHONE/FAX						\$0	\$0			
66	5523	POSTAGE/E-MAIL						\$0	\$0			
67	5525	UTILITIES						\$0	\$0	\$0		\$0
68	5530	DEPRECIATION F/E	65	64	114	139	101	\$0	\$212	\$0	0	\$0
69	5531	DEPRECIATION BUILDING						\$0	\$0			
70	5541	COLLECTION EXPENSE						\$0	\$0			
71	5543	BAD DEBT EXPENSE	0					\$0	\$0	\$41	Bad debt, @ 1% sales (4103+4109+4140).	\$41
72	5544	INTEREST EXPENSE						\$0	\$0			
73	5545	TAXES/PROPERTY						\$0	\$0			
74	5550	PROMOTION						\$0	\$0			
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
76	5599	MISC EXPENSE	932	787	605	325	234	\$132	\$876	\$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.	\$14,545
77	5800	IMPAIRMENT / GW INTANGIBLE ASSETS						\$0	\$0			
78	5901	IUT/CPU						\$0	\$0			
79	5902	IUT/DATA PROC						\$0	\$0			
80	5903	IUT/SUBS PROC						\$0	\$0			
81	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0			
82	5905	IUT/TELEPHONE						\$0	\$0			
83	5906	IUT/ORDER BILLING						\$0	\$0			
84	5909	IUT/DIST CTR		32				\$0	\$16	\$40	IUT-Distribution	\$40
85	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT-Reprographics	\$0
86	5912	IUT-Copyediting/Proofreading						\$0	\$0	\$7,964	IUT to Production Services for C&RL News copyediting and proofreading services. Based on average of FY23 YTD actual.	\$7,964
87	5913	IUT-Composition/Alteration						\$0	\$0	\$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						\$0	\$0			
89	5941	IUT/CHOICE						\$0	\$0			
90	5942	IUT/ADVERTISING	6,373	5,672	6,081	6,480	4,256	\$248	\$0	\$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
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)	\$67,674
93	5998	IUT/ALLOCATIONS						\$0	\$0	\$300		\$300
94	5600	TAXES/INCOME	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
95		Expenses	65,598	53,352	48,263	54,583	46,712	\$322,025	\$211,025	\$488,317		\$466,761
96												
97		Net	(44,455)	(38,594)	(32,209)	(35,453)	(33,082)	(\$302,997)	(\$192,360)	\$68,883		\$67,732

	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	2024 Budget
3	4601	RETURNS/CREDITS						\$0	\$0	\$0
4	4109	SALES/MISC	54			522		\$0	\$0	\$0
5	4110	SUBSCRIPTIONS	16,216	16,094	13,992	13,904	9,721	\$2,866	\$45	\$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	\$111,700	\$0
8	4610	COMMISSION/LINE ADV	(3,234)	(1,371)	(3,823)	(4,802)	(5,211)	(\$6,446)	(\$6,197)	\$0
9	4611	COMMISSION/SALES REP	(8,326)	(4,310)	(4,912)	(3,216)	(1,951)	(\$1,033)	\$0	\$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	\$495,264	\$0
12	4420	INT/DIV						\$0	\$0	\$0
13	4421	ROYALTIES	1,459	1,572	1,493	1,971	1,568	\$1,400	\$1,586	\$0
14	4429	OVRRHD-EXMPT REVENUE/DIVISIONS		78,760	110,930	83,576	50,800	\$41,900	\$12,000	\$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	\$614,398	\$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	2024 Budget
18										
19	5000	SALARIES & WAGES	134,600	180,643	162,848	172,768	176,048	\$211,116	\$119,864	\$0
20	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0	\$0
21	5002	OVERTIME WAGES					28	\$733	\$2,211	\$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	\$33,776	\$0
25	5011	LIFE INSURANCE						\$0	\$0	\$0
26	5110	PROFESSIONAL SERVICES	27,000	18,000	18,000	18,000	18,000	\$18,000	\$18,000	\$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	\$309	\$0
30	5130	LOBBYING / CONSULTING						\$0	\$0	\$0
31	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0
32	5141	MAINTENANCE AGREEMENTS						\$0	\$0	\$0
33	5150	MESSANGER SERVICE	3,309	4,406	3,898	2,986	1,048	\$434	\$0	\$0
34	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$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	\$18	\$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	\$100	\$0
44	5411	ADVERTISING/SPACE						\$0	\$0	\$0
45	5412	ADVERTISING/DIRECT	709	2,888	314			\$0	\$31	\$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	\$9,620	\$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	\$6	\$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	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	\$1,341	\$0
66	5531	DEPRECIATION BUILDING						\$0	\$0	\$0
67	5541	COLLECTION EXPENSE						\$0	\$0	\$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	\$5,542	\$0
74	5800	IMPAIRMENT / GW INTANGIBLE ASSETS						\$0	\$0	\$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	\$0	\$0
83	5910	IUT/REPRO CTR	18	18	71			\$0	\$0	\$0
84	5912	IUT-Copyediting/Proofreading						\$0	\$9,619	\$0
85	5913	IUT-Composition/Alteration						\$0	\$22,066	\$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	\$200	\$0
89	5999	IUT/MISC						\$0	\$0	\$0
90	5911	IUT/OVERHEAD	2,148	2,124	67,611	51,325	50,118	\$81,510	\$6	\$0
91	5998	IUT/ALLOCATIONS						\$0	\$0	\$0
92	5600	TAXES/INCOME	(24,319)	0	0			\$0	\$6,000	\$0
93		Expenses	429,039	487,139	550,606	512,337	411,652	\$433,151	\$244,620	\$0
94										
95		Net	219,515	82,825	63,352	(47,606)	11,806	\$217,841	\$369,778	\$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 Actual	2023 Actual	2024 Budget
3	4601	RETURNS/CREDITS						\$0	\$0	\$0
4	4108	SALES/ALA STORE						\$0	\$0	\$0
5	4109	SALES/MISC	402	52			67	\$0	\$0	\$0
6	4110	SUBSCRIPTIONS	17,914	11,727	17,725	15,828	18,847	\$12,377	\$5,654	\$0
7	4140	ADVERTISING/GROSS	8,440	7,970	9,930	8,410	6,870	\$4,880	\$4,540	\$0
8	4143	ADVERTISING/ON-LINE	5,430	2,350	2,260	1,940	1,880	\$550	\$250	\$0
9	4610	COMMISSION/LINE ADV		(39)	(68)	(87)	(105)	(\$36)	(\$11)	\$0
10	4611	COMMISSION/SALES REP	(256)	(277)	(298)	(388)	(309)	(\$206)	(\$214)	\$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	\$416	\$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	\$10,635	\$0
18										
19	5000	SALARIES & WAGES	3,916	4,409	2,552	4,407	3,095	\$5,839	\$5,280	\$0
20	5002	OVERTIME WAGES					5	\$117	\$0	\$0
21	5005	ATTRITION FACTOR					(890)	(\$493)	\$0	\$0
22	5010	EMPLOYEE BENEFITS	1,197	1,323	892	1,373	1,014	\$1,727	\$1,473	\$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	\$103	\$0
28	5150	MESSANGER SERVICE	37	48	52	28		\$0	\$0	\$30
29	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0
30	5400	EDITORIAL/PROOFREADING/OUTSIDE	750	750	675	625	825	\$625	\$685	\$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	\$0	\$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	\$0	\$0
37	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	381	371	260	155	31	\$16	\$0	\$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 Actual	2023 Actual	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	\$2,405	\$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	\$371	\$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	\$0	\$0
48	5523	POSTAGE/E-MAIL	1,510	1,369	1,270	1,045	1,911	\$803	\$0	\$0
49	5525	UTILITIES						\$0	\$0	\$0
50	5530	DEPRECIATION F/E	17	15	17	30	17	\$44	\$62	\$0
51	5531	DEPRECIATION BUILDING						\$0	\$0	\$0
52	5541	COLLECTION EXPENSE						\$0	\$0	\$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	\$256	\$0
55	5800	IMPAIRMENT / GW INTANGIBLE ASSETS						\$0	\$0	\$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	\$3	\$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	\$0	\$0
63	5999	IUT/MISC						\$0	\$0	\$0
64	5911	IUT/OVERHEAD	4,575	3,019	3,958	3,626	3,639	\$2,341	\$0	\$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	\$11,524	\$30
68										
69		Net	1,917	1,471	10,249	5,299	9,444	(\$1,415)	(\$889)	(\$30)

	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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE					24,430	\$0	\$0			
4	4200	REGISTRATION FEES		19,430	630			\$0	\$0	\$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 total workshops offered in FY23.	\$63,000
5	4430	MISCELLANEOUS FEES	55,795	160,250	76,370			\$37,650	\$50,965	\$63,000		
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	\$50,965	\$63,000		\$63,000
8												
9	5000	SALARIES & WAGES	29,636	35,313	26,633	36,536	24,559	\$15,271	\$13,570	\$30,638	Salaries @ % of ACRL salaries listed in the salary matrix	\$29,633
10	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
11	5002	OVERTIME WAGES						\$0	\$0			
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	\$3,786	\$9,804	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$8,964
15	5122	BANK S/C		128	214			\$0	\$0	\$1,733	Bank service fees	\$1,733
16	5130	LOBBYING / CONSULTING						\$0	\$0			
17	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
18	5141	MAINTENANCE AGREEMENTS						\$0	\$0			
19	5150	MESSENGER SERVICE	38	416	54	70		\$0	\$0	\$0	0	\$0
20	5151	DUPLICATION/OUTSIDE						\$0	\$0			
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 Actual	2024 Budget	2025 Notes	2025 Budget
23	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0		\$0
24	5302	MEAL FUNCTIONS		2,793				\$0	\$0	\$0		\$0
25	5303	EXHIBITS						\$0	\$0	\$0		\$0
26	5304	SPEAKER/GUEST EXPENSE	5,511	6,310	1,331	958		\$1,559	\$258	\$0	All travel for experienced presenters is reimbursed by hosts for workshops delivered. ACRL covers travel for new presenters to shadow. Assumes travel for three new presenters. Per person costs: \$450 flight, \$200 hotel x 1.5 nights, \$50 per diem x 2 days, \$75 ground transportation	\$0
27	5305	SPEAKER/GUEST HONORARIUM	22,951	55,625	24,998	14,250	9,325	\$24,272	\$12,000	\$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	\$0	\$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	\$159	\$0		\$0
39	5599	MISC EXPENSE	1,992	1,592	1,040	659	325	\$149	\$657	\$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.	\$2,089
40	5909	IUT/DIST CTR		9	31			\$0	\$23	\$0	IUT-Distribution	\$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	\$6,753	\$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						\$0	\$0	\$0		\$0
45		Expenses	\$78,422	\$144,325	\$77,320	\$71,033	\$42,018	\$49,066	\$37,206	\$77,999	\$0	\$76,267
46												
47		Net	(\$22,627)	\$35,355	(\$320)	(\$32,033)	(\$11,588)	(\$11,416)	\$13,759	(\$14,999)	\$0	(\$13,267)

	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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE	81,545	102,650	22,255		37,418	(\$1,056)	\$0	\$24,374	8.5% of sponsored webinar revenue to cost-share with CHOICE. (Percentage was 40% in FY17, was 15% FY18-FY24; currently splitting 91.5%/8.5% 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	\$104,967	\$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						\$0	\$0			
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	\$0			
10	4610	COMMISSION/LINE ADV						\$0	\$0	\$0		\$0
11	4611	COMMISSION/SALES REP	(4,639)	(954)	(447)	(2,058)	(2,824)	(\$2,121)	(\$1,386)	(\$3,656)	Commissions on ACRL-CHOICE sponsored webcasts. 8.5% of cost-share with CHOICE. Updated based on historical actuals.	(\$2,072)
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	\$103,581	\$66,828	\$79,092	
16												
17	5000	SALARIES & WAGES	12,053	27,143	15,636	28,780	22,073	\$32,959	\$22,785	\$42,894	Salaries @ % of ACRL salaries listed in matrix	\$35,559
18	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
19	5002	OVERTIME WAGES						\$0	\$0			
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	\$6,358	\$13,726	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$10,757
23	5110	PROFESSIONAL SERVICES	3,185	4,430	5,894	495	11,914	\$1,740	\$0	\$1,000		\$1,000
24	5120	LEGAL FEES						\$0	\$0			
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	\$0	\$1,314	Bank Charges	\$1,619
27	5130	LOBBYING / CONSULTING						\$0	\$0			
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	\$750			
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	\$3,582	\$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 Actual	2024 Budget	2025 Notes	2025 Budget
35	5525	UTILITIES						\$0	\$0	\$0		\$0
36	5530	DEPRECIATION F/E	52	91	107	196	126	\$365	\$267	\$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						\$0	\$0			
40	5540	ROYALTY EXPENSE	3,218	1,581	0	0	150	\$563	\$6,140	\$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	\$1,103	\$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.	\$2,506
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	\$825	\$2,888	Registration Processing - no charge from MRS	\$0
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	\$13,724	\$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			\$0	\$0	\$0	3% of advertising revenues	
57		Expenses	\$51,415	\$76,078	\$49,631	\$59,841	\$57,671	\$82,887	\$55,915	\$80,190		\$69,526
58												
59		Net	\$66,612	\$45,339	\$54,067	\$24,376	\$38,493	\$20,781	\$47,666	(\$13,362)		\$9,566

	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 Actual	2024	2025 Notes	2025 Budget
3	4100	SALES/BOOKS	317,939	376,051	302,128	237,341	169,666	\$251,012	\$282,164	\$240,000	Backlist sales: \$100,000 (200 titles @ \$500/title)	\$240,000
4	4601	RETURNS/CREDITS	(27,280)	(24,719)	(26,572)	(31,416)	(11,918)	(\$14,743)	(\$45,771)	(\$24,000)	Sales of new books: \$140,000 (17 new titles @ \$8,235.29/title)	(\$24,000)
5	4602	SALES/BOOKS-DISCOUNT	(17,363)	(878)	(299)			\$0	\$0	\$0	Returns, @ 10% of sales.	\$0
6	4103	SALES - ONLINE						\$0	\$0	\$0		\$0
7	4421	ROYALTIES	14,831	38,020	63,640	69,905	94,088	\$133,441	\$124,888	\$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	\$361,281	\$331,000		\$331,000
9												
10	5000	SALARIES & WAGES	76,896	102,634	91,519	118,321	80,737	\$101,073	\$98,947	\$97,430	Salaries @ % of ACRL salaries listed in the salary matrix	\$94,232
11	5005	ATTRITION FACTOR					(23,524)	(\$10,369)	\$0			
12	5010	EMPLOYEE BENEFITS	23,498	30,787	28,193	36,851	26,444	\$29,464	\$27,609	\$31,178	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$28,505
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	\$27,251	\$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	\$36,233	\$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	\$12	\$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	\$0	\$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	\$160	\$250	Pre-Press/Photographic	\$200
27	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0		\$0
28	5420	COPYRIGHT FEES		3,000				\$0	\$0	\$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	\$28,032	\$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	\$49,233	\$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)	(\$63,246)	(\$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	\$8,373	\$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	\$4,470	\$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	\$1,159	\$0		\$0
36	5540	ROYALTY EXPENSE	22,594	27,116	20,598	12,637	8,181	\$8,156	\$14,760	\$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						\$0	\$0			
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	\$4,790	\$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.	\$6,642
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	5912	IUT/COPYEDITING/PROOFREADING						\$0	\$1,234			
43	5941	IUT/CHOICE						\$0	\$0	\$0	Support to CHOICE for management of publishing initiatives.	\$0
44	5911	IUT/OVERHEAD	36,075	46,260	36,472	27,285	20,902	\$31,306	\$31,322	\$43,858	IUT-Overhead - Revenues from sales of books are charged 50% of ALA overhead rate on revenues (4100+4103+4601).	\$43,858
45	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
46		Expenses	\$256,695	\$330,329	\$223,970	\$262,137	\$255,133	\$218,626	\$274,339	\$284,964		\$279,437
47												
48		Net	\$31,431	\$58,146	\$114,927	\$13,693	(\$3,297)	\$151,084	\$86,942	\$46,036		\$51,563

	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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4200	REGISTRATION FEES			2,930			\$0	\$0			
4	4430	MISCELLANEOUS FEES	17,450	0				\$0	\$0	\$10,000	\$10,000 in partial revenue for subsidized RoadShow	\$10,000
5	4490	MISCELLANEOUS REVENUE		25,500	27,000	14,000	28,500	\$35,500	\$14,500	\$12,000	Diversity Alliance fees: 24 institutions @ \$500. Number of institutions based on 75% of 2022 membership.	\$12,000
6		Revenues	\$17,450	\$25,500	\$29,930	\$14,000	\$28,500	\$35,500	\$14,500	\$22,000		\$22,000
7												
8	5000	SALARIES & WAGES	10,100	16,119	10,021	9,681	14,672	\$29,663	\$36,752	\$36,766	Salaries at % of ACRL total salaries listed in salary matrix	\$23,706
9	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
10	5002	OVERTIME WAGES						\$0	\$0			
11	5005	ATTRITION FACTOR					(4,275)	(\$3,169)	\$0	\$0		\$0
12	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
13	5010	EMPLOYEE BENEFITS	3,087	4,835	3,087	3,015	4,805	\$8,647	\$10,255	\$11,765	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$7,171
14	5016	PROFESSIONAL MEMBERSHIPS						\$420	\$0	\$435	Organizational memberships for NALCOs. AILA \$40 + BCALA \$125 + APALA \$70 + CALA \$100 + REFORMA \$100	\$435
15	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
16	5122	BANK S/C	89	428	384	89	299	\$260	\$162	\$550	Bank Charges on credit cards. 2.5% of revenues.	\$550
17	5210	TRANSPORTATION			933	2,146		\$0	\$586	\$5,250	Subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions. 5 subsidized RSs on a partial cost-recovery model. Delivery to 5 locations estimated direct cost of \$5,250 total for travel (2 presenters x 5 workshop locations) * (\$450 flight + \$75 ground transportation).	\$5,250
18	5212	LODGING & MEALS			1,314			\$0	\$582	\$7,000	Subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions: \$4,000 total lodging/meals = (2 presenters x 5 workshop locations) * (\$300 hotel for 2 days) + (\$50/day * 2 days per diem).	\$7,000
19	5216	BUSINESS MEETINGS						\$0	\$470			

	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 Actual	2024 Budget	2025 Notes	2025 Budget
20	5301	CONFERENCE EQUIPMENT RENTAL			3,696			\$0	\$0	\$0		\$0
21	5302	MEAL FUNCTIONS			6,394			\$0	\$78			
22	5303	EXHIBITS						\$0	\$0	\$0		\$0
23	5304	SPEAKER/GUEST EXPENSE			2,535			\$0	\$0			
24	5305	SPEAKER/GUEST HONORARIUM			4,750		200	\$0	\$0	\$7,800	Subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions: \$7,500 honorarium total = (\$750 x 2 presenters x 5 locations). Spectrum Scholar Mentor Program webinar presenter stipend - \$300	\$7,800
25	5306	Awards						\$0	\$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	\$2,961	\$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	\$0	\$200	Supplies	\$200
30	5525	UTILITIES						\$0	\$0	\$0		\$0
31	5530	DEPRECIATION F/E	44	54	68	66	83	\$328	\$431	\$0		\$0
32	5543	BAD DEBT EXPENSE			148		(148)	\$148	\$148	\$148		\$148
33	5599	MISC EXPENSE	631	663	363	155	194	\$289	\$1,779	\$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.	\$1,671
34	5909	IUT/DIST CTR						\$0	\$0	\$0	IUT-Distribution	\$0
35	5910	IUT/REPRO CTR	175		160			\$0	\$45	\$200	IUT-Reprographics	\$200
36	5911	IUT/OVERHEAD	2,303	3,366	388			\$9,408	\$1,921	\$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						\$0	\$0	\$0		\$0
39		Expenses	\$16,429	\$32,770	\$42,920	\$15,152	\$27,019	\$49,201	\$56,170	\$79,490		\$61,136
40												
41		Net	\$1,021	(\$7,270)	(\$12,990)	(\$1,152)	\$1,481	(\$13,701)	(\$41,670)	(\$57,490)		(\$39,136)

	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 Actual	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	\$11,586	\$12,549	Salaries at % of ACRL total salaries listed in salary matrix	\$12,137
8	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
9	5002	OVERTIME WAGES						\$0	\$0			
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	\$3,233	\$4,016	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,671
13	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
14	5350	PROGRAM ALLOCATION		10,000	1,500	4,875	5,000	\$350	\$0	\$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	\$136			
16	5550	PROMOTION						\$0	\$0	\$0		\$0
17	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
			177	119	154	140	133	\$108	\$561	\$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.	\$855
18	5599	MISC EXPENSE										
19	5600	TAXES/INCOME						\$0	\$0	\$0		
20		Expenses	\$3,875	\$13,886	\$7,207	\$16,532	\$15,611	\$13,111	\$15,516	\$20,374		\$17,663
21												
22		Net	(\$3,875)	(\$13,886)	(\$7,207)	(\$16,532)	(\$15,611)	(\$13,111)	(\$15,516)	(\$20,374)		(\$17,663)

	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 Actual	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	\$4,338	\$5,737	Salaries at % of ACRL total salaries listed in salary matrix	\$5,549
8	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
9	5002	OVERTIME WAGES						\$0	\$0			
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	\$1,210	\$1,836	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$1,679
13	5015	TUITION REIMBURSEMENT						\$0	\$0	\$0		\$0
14	5016	PROFESSIONAL MEMBERSHIPS	9,983	8,850	6,779	12,696	10,156	\$9,960	\$12,442	\$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						\$0	\$0	\$0		
16	5210	TRANSPORTATION	109		296	18		\$0	\$2,271	\$0		\$0
17	5212	LODGING & MEALS			165			\$0	\$4,497	\$0		\$0
18	5214	ENTERTAINMENT						\$0	\$0	\$0		\$0
19	5216	BUSINESS MEETINGS	125					\$0	\$1,130	\$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	\$197	\$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	\$51	\$0		\$0
23	5599	MISC EXPENSE	852	554	329	56	61	\$76	\$210	\$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.	\$391
24	5600	TAXES/INCOME						\$0	\$0	\$0		
25		Expenses	51,730	43,951	41,205	25,803	16,621	\$26,738	\$26,346	\$30,343		\$35,019
26												
27		Net	(51,730)	(43,951)	(41,205)	(25,803)	(16,621)	(\$26,738)	(\$26,346)	(\$30,343)		(\$35,019)

	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 Actual	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	(\$6,582)	\$40,443	Salaries @ % of ACRL salaries listed in salary matrix	\$39,115
12	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
13	5002	OVERTIME WAGES						\$0	\$0			
14	5005	ATTRITION FACTOR					(1,461)	(\$4,584)	\$0	\$0		\$0
15	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
16	5010	EMPLOYEE BENEFITS	4,184	8,589	12,369	6,424	1,642	\$2,050	(\$1,837)	\$12,942	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$11,832
17	5041	BLUE CROSS REFUND						\$0	\$0			
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						\$0	\$0			
24	5150	MESSENGER SERVICE				103		\$0	\$0			
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 Actual	2024 Budget	2025 Notes	2025 Budget
29	5350	PROGRAM ALLOCATION	31,938	61,600	81,513	58,833	18,483	\$16,167	\$9,240	\$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	\$18,134	\$0		\$0
35	5560	ORG SUPPORT/CONTRIBUTION						\$0				
36	5599	MISC EXPENSE	855	1,178	1,455	330	216	\$69	\$553	\$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.	\$2,757
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	Repro	\$0
40	5911	IUT/OVERHEAD	1,320	1,320	1,306			\$0	\$0	\$0	IUT 50% of ALA General overhead rate on revenue from licensed workshop fees.	\$0
41	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
42	5600	TAXES/INCOME						\$0	\$0	\$0		
43		Expenses	\$71,476	\$119,856	\$155,076	\$87,024	\$23,924	\$20,811	\$19,508	\$68,978		\$67,654
44												
45		Net	(\$61,476)	(\$109,856)	(\$145,220)	(\$87,024)	(\$23,924)	(\$20,811)	(\$19,508)	(\$68,978)		(\$67,654)

	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 Actual	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	(\$4,189)	\$20,221	Salaries @ % of ACRL salaries in salary matrix	\$7,705
9	5005	ATTRITION FACTOR					(854)	(\$3,641)	\$0			
10	5010	EMPLOYEE BENEFITS	6,759	18,421	5,367	\$7,371	960	\$2,322	(\$1,169)	\$6,471	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$2,331
11	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
12	5110	PROFESSIONAL SERVICES	1,064	198				\$0	\$0	\$0		\$0
13	5151	DUPLICATION/OUTSIDE						\$0	\$0			
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	\$0	\$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	\$7,030	\$0		\$0
21	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
22	5599	MISC EXPENSE	1,382	2,526	631	379	39	\$78	\$136	\$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.	\$543
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						\$0	\$0	\$0		
27		Expenses	\$109,776	\$118,069	\$57,851	\$31,246	\$1,882	\$7,111	\$1,808	\$28,996		\$11,579
28												
29		Net	(\$109,776)	(\$118,069)	(\$20,601)	(\$31,246)	(\$1,882)	(\$7,111)	(\$1,808)	(\$28,996)		(\$11,579)

	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 Actual	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	\$3,279	\$14,706	Salaries @ % of ACRL salaries in salary matrix	\$4,741
7	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0			
8	5002	OVERTIME WAGES						\$0	\$0			
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	\$915	\$4,706	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$1,434
12	5210	TRANSPORTATION				10		\$0	\$0			
13	5212	LODGING & MEALS				22		\$0	\$0			
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	\$2,333	\$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	\$38	\$0		\$0
19	5599	MISC EXPENSE	855	818	455	204	26	\$74	\$159	\$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.	\$334
20	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
21	5600	TAXES/INCOME						\$0	\$0	\$0		\$0
22		Expenses	\$36,459	\$56,668	\$42,629	\$35,495	\$17,037	\$19,166	\$6,724	\$26,360		\$12,509
23												
24		Net	(\$36,459)	(\$56,668)	(\$42,629)	(\$35,495)	(\$17,037)	(\$19,166)	(\$6,724)	(\$26,360)		(\$12,509)

	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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE						\$0	\$9,424	\$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	\$9,424	\$64,026		\$66,000
5												
6	5000	SALARIES & WAGES	4,249	3,015	5,280	309	1,070	\$7,687	\$11,401	\$39,707	Salaries % of ACRL total salaries listed in the salary matrix	\$23,706
7	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0	\$0		
8	5002	OVERTIME WAGES						\$0	\$0	\$0		
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	\$3,181	\$12,706	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$7,171
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						\$0	\$0	\$0		
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	\$6,250	\$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	\$6,799	\$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	\$134	\$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	\$552	\$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.	\$1,671
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						\$0	\$0	\$0		
41		Expenses	\$51,071	\$37,333	\$44,503	\$10,493	\$21,927	\$16,181	\$28,317	\$166,104		\$131,478
42												
43		Net	(\$51,071)	(\$37,333)	(\$44,503)	(\$10,493)	(\$21,927)	(\$16,181)	(\$18,893)	(\$102,078)		(\$65,478)

	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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRHD-EXMPT REVENUE/DIVISIONS		0	37,250			\$0	\$0	\$0	0	\$0
4	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		
5	4490	MISCELLANEOUS REVENUE				1,500	4,400	\$900	\$1,950	\$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	\$0			
7		Revenues	\$0	\$0	\$37,250	\$1,500	\$4,288	\$900	\$1,950	\$6,950		\$10,550
8												
9	5000	SALARIES & WAGES		26,357	8,772	70,752	17,322	\$23,071	\$19,789	\$33,825	Salaries @ % of ACRL salaries in salary matrix	\$32,715
10	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0	\$0		
11	5002	OVERTIME WAGES						\$0	\$0	\$0		
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	\$5,522	\$10,824	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$9,896
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	\$15	\$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 Actual	2024 Budget	2025 Notes	2025 Budget
24	5305	SPEAKER/GUEST HONORARIUM					600	\$2,950	\$500	\$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	\$0	\$300	Printing flyers	\$300
29	5420	COPYRIGHT FEES						\$0	\$0	\$0		\$0
					11,415	81,148	57,885	\$57,392	\$65,235	\$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 = \$36K/year). An additional \$15,000 is included for site improvements and new features.	\$56,338
30	5430	WEB OPERATING EXPENSES										
31	5525	UTILITIES						\$0	\$0	\$0		\$0
32	5530	DEPRECIATION F/E		88	60	482	99	\$255	\$232	\$0		\$0
33	5560	ORG SUPPORT/CONTRIBUTION						\$0	(\$8,000)	\$0	PPO LTC grant funds	(\$5,000)
				1,084	318	1,133	229	\$234	\$958	\$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.	\$2,306
34	5599	MISC EXPENSE										
35	5800	IMPAIRMENT / GW INTANGIBLE ASSETS						\$0	\$0	\$0		
36	5909	IUT/DIST CTR				6		\$0	\$0	\$0		
37	5942	IUT/ADVERTISING					91	\$0	\$0	\$350		
38	5999	IUT/MISC			20,000			\$0	\$0	\$0		\$0
39	5911	IUT/OVERHEAD					583	\$119	\$258	\$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						\$0	\$0	\$0		
42		Expenses	\$0	\$49,690	\$247,565	\$194,456	\$77,755	\$88,756	\$84,509	\$108,501		\$98,353
43												
44		Net	\$0	(\$49,690)	(\$210,315)	(\$192,956)	(\$73,468)	(\$87,856)	(\$82,559)	(\$101,551)		(\$87,803)

	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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE	0	0	0		129,951	\$110,340	39,274	32,363	VIRTUAL REG FEES [assumes no increase in reg fees - last increase in 24]: 91 members @ \$195; 51 non-members @ \$235; 6 Retired/Nonsalaried @ \$109; 11 Students @ \$89; 20 late fees @ \$50 = \$1,000; Based on 160 Virtual Participants (based on '23 virtual registration no increase) 39K actual in 23	32,363
4	4200	REGISTRATION FEES	140,355	162,947	145,260	965		\$0	87,386	88,010	IN-PERSON [assumes no increase in reg fees - last increase in 24] Registration Fees: 160 members @ \$315; 69 non-members @ \$360; 10 Retired/Nonsalaried @ \$230, 23 students @ \$160; 20 late fees @ \$50 = \$1,000; Workshop revenue from 3 workshops with 22 ea @ \$170; Based on 245 F2F (based on '23 registration +3% per year for a total of 6% increase) 87k actual in '23	92,940
5	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	0	0		
6	4400	DONATIONS/HONORARIA	79,600	91,650	74,900	6,150	63,510	\$63,845	77,050	72,500	23 booths at \$700 in-person only, plus 18 in person and virtual at \$800, plus 5 virtual-only showcase at \$500; 25K from Walpole committed and 50K from Beinecke (less 30K held back for reception and Thursday expenses) is 20K from Beinecke, plus 30,000 additional fundraising, (History for past 4 years is 77K, 65K, 73K, 79K respectively)	108,000
7	4420	INT/DIV						\$0	0	0		0
8	4429	OVRRHD-EXMPT REVENUE/DIVISIONS	10,106	2,825	3,085	45	0	\$0	1,300	2,500	Income for New Mem Mixer tix \$25 x 65 people	1,625
9	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
10	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
11		Revenues	\$230,061	\$257,422	\$223,245	\$7,160	\$193,461	\$174,185	\$205,010	\$195,373		\$234,928
12												
13	5000	SALARIES & WAGES	30,684	40,292	38,131	26,238	39,965	\$53,930	\$59,368	\$40,933	Salaries at % of ACRL total; based on previous year's activity	\$39,589
14	5005	ATTRITION FACTOR					(11,644)	(\$4,505)	\$0	\$0		
15	5010	EMPLOYEE BENEFITS	9,378	12,087	11,747	8,172	13,090	\$15,721	\$16,565	\$13,098	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$11,976
16	5110	PROFESSIONAL SERVICES		0		250	33911.74	\$16,254	\$16,226	\$28,000	ADA Professional Captioning & CART Service \$3000, Virtual Platform \$7000 for license plus \$15000 for staffing	\$25,000
17	5122	BANK S/C	3,088	5,459	5,031	2,489	1,508	\$4,910	\$5,569	\$5,500	Bank fees & Credit Card Fees from Registration Processing based on 23 actual	\$5,700
18	5141	MAINTENANCE AGREEMENTS						\$0	\$0	\$0		
19	5150	MESSENGER SERVICE	420	618	510			\$0	\$0	\$500	Messenger Service / FedEx	\$500
20	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0		

	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 Actual	2024 Budget	2025 Notes	2025 Budget
21	5210	TRANSPORTATION	2,667	2,081	3,404	2,097		\$781	\$1,957	\$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	\$2,911	\$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	\$0	\$0	N/A no entertainment	\$0
24	5216	BUSINESS MEETINGS						\$0	\$144	\$0		
25	5300	FACILITIES RENT	3,812	1,674				\$0	\$0	\$0	No facilities rental at hotel. Beinecke will pay for Thursday venus directly. Scholarship breakfast room cost = \$500.	\$500
26	5301	CONFERENCE EQUIPMENT RENTAL	13,478	23,389	26,723			\$0	\$12,540	\$26,500	Standard in Room Equipment, Staffing and Wifi 28K based on Quote	\$28,000
27	5302	MEAL FUNCTIONS	39,771	78,916	47,373			\$0	\$34,171	\$36,900	Opening Reception at 26K plus 2 days morning beverage service at 6K each, plus 1 afternoon break at 5K, New Member Mixer 6K+Scholarship Bfast at 1500, Beinecke Reception gratis 25K of 50K in total support (35K F&B min at hotel + 24% SC and 8% T) =48K	\$50,500
28	5303	EXHIBITS						\$0	\$0	\$0		\$0
29	5304	SPEAKER/GUEST EXPENSE	3,288	4,524	2,486			\$0	\$1,881	\$4,800	Four Plenary Speakers 4 x \$700 + Workshops (200/person x 10)	\$4,800
30	5305	SPEAKER/GUEST HONORARIUM	1,200	1,800	3,200	200	2,900	\$5,600	\$3,900	\$2,000	Speaker Honorarium Plenary 4 @ 500 ea.	\$2,000
31	5306	AWARDS						\$0	\$0	\$0		\$0
32	5307	SECURITY SERVICES						\$0	\$0	\$0		\$0
33	5308	SPECIAL TRANSPORTATION	6,634	3,066	2,872			\$0	\$0	\$0	N/A no busing included	\$0
34	5402	PRINTING-OUTSIDE	4,721	2,826	3,214			\$0	\$0	\$800	No postcard, no book, 800 workshops	\$800
35	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
36	5500	SUPPLIES/OPERATING	6,407	5,390	1,133	1,228	614	\$197	\$964	\$1,500	3 Scooters \$750+ Napkins \$700+\$100 Ribbons +\$100 Binders	\$1,750
37	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
38	5523	POSTAGE/E-MAIL	686	716				\$0	\$0	\$0	No mailing	\$0
39	5525	UTILITIES						\$0	\$0	\$0		\$0
40	5530	DEPRECIATION F/E	133	135	260	179	227	\$597	\$696	\$0		\$0
41	5543	BAD DEBT EXPENSE	100	100	250		(450)	\$250	\$250	\$250	Bad debt based on FY18 actuals	\$250
42	5560	ORG SUPPORT/CONTRIBUTION			(5,655)		(5,289)	(\$11,800)	(\$7,145)	(\$6,000)	8000 cover schol reg fees (7785 in '23)	(\$8,000)
43	5599	MISC EXPENSE	1,917	1,657	1,382	420	529	\$526	\$2,874	\$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.	\$2,790
44	5909	IUT/DIST CTR	49	68	23	8		\$0	\$12	\$0	IUT Distribution	\$0
45	5910	IUT/REPRO CTR	246	55	240			\$0	\$0	\$200	IUT Reprographics	\$200
46	5940	IUT/REGISTRATION PROCESSING	3,465	1,586	3,932	1,484		\$0	\$0	\$0	IUT Registration: included in platform expenses	\$0
47	5942	IUT/ADVERTISING						\$0	\$0	\$0	IUT Advertising	\$0
48	5999	IUT/MISC						\$0	\$0	\$0		\$0
49	5911	IUT/OVERHEAD	37,054	43,018	38,465		17,219	\$29,240	\$28,361	\$27,611	IUT General overhead	\$28,917
50	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
51	5600	TAXES/INCOME						\$0	\$0	\$0		\$0
52		Expenses	\$170,544	\$233,825	\$187,146	\$43,759	\$92,579	\$113,059	\$181,244	\$191,132		\$201,962
53												
54		Net	\$59,517	\$23,597	\$36,099	(\$36,599)	\$100,882	\$61,126	\$23,766	\$4,241		\$32,966

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2023 Pittsburgh38012027 Portland											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE	0	0	0			0	\$204,939.00			
4	4104	SALES/RENTL MAIL LISTS							\$3,150.00			
5	4140	ADVERTISING/GROSS			66,825			\$0	\$36,150.00			
6	4611	COMMISSION/SALES REP			17,460			\$0	\$0.00			
7	4612	COMMISSION/ADVERTISING AGENCY		(23,000)	(63,805)			(\$12,000)	(\$66,638.00)			
8	4142	ADVERTISING/CLASSIFIED						\$0	\$0.00			
9	4200	REGISTRATION FEES	0	(390)	1,295,297	(22,040)		\$0	\$859,032.00			
10	4210	EXHIBIT SPACE RENTALS	0	0	846,498			\$0	\$631,080.00			
11	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0.00			
12	4400	DONATIONS/HONORARIA	0	0	382,919			\$0	\$282,005.00			
13	4429	OVRLD-EXMPT REVENUE/DIVISIONS		60,025	4,470			\$0	\$39,352.00			
14	4430	MISCELLANEOUS FEES						\$0	\$0.00			
15	4490	MISCELLANEOUS REVENUE						\$0	\$0.00			
16		Revenues	\$0	\$36,635	\$2,549,663	(\$22,040)	\$0	(\$12,000)	\$1,989,070.00	\$0.00		\$0.00
17												
18	5000	SALARIES & WAGES	28,011	73,560	171,423	2,865	16,114	\$91,845	\$183,757.00	\$12,255.00	Salaries 25	\$11,853.00
19	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0.00		Registration temps	
20	5002	OVERTIME WAGES						\$0	\$0.00			
21	5005	ATTRITION FACTOR					(4,695)	(\$10,504)	\$0.00	\$0.00		\$0.00
22	5009	ACCURED VACATION WAGES						\$0	\$0.00	\$0.00		\$0.00
23	5010	EMPLOYEE BENEFITS	8,559	22,066	52,807	892	5,278	\$26,774	\$51,273.00	\$3,922.00	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,586.00
24	5110	PROFESSIONAL SERVICES		29,845	82,430			\$12,733	\$99,793.00			
25	5122	BANK S/C		4,873	48,361			\$504	\$44,705.00			
26	5150	MESSENGER SERVICE			872			\$0	\$1,160.00			
27	5210	TRANSPORTATION	0	920	17,528			\$930	\$12,267.00			
28	5212	LODGING & MEALS	0	96	4,614			\$613	\$12,890.00			
29	5214	ENTERTAINMENT		1,530	6,432			\$0	\$5,320.00			
30	5300	FACILITIES RENT		8,400	40,531			\$4,275	\$49,868.00			

	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 Actual	2024 Budget	2025 Notes	2025 Budget
31	5301	CONFERENCE EQUIPMENT RENTAL			400,879			\$0	\$337,590.00			
32	5302	MEAL FUNCTIONS			373,844			\$0	\$355,737.00			
33	5303	EXHIBITS			105,021			\$0	\$71,602.00			
34	5304	SPEAKER/GUEST EXPENSE			11,856			\$0	\$1,537.00			
35	5305	SPEAKER/GUEST HONORARIUM		32,500	39,800			\$0	\$41,500.00			
36	5306	AWARDS			(58,860)			\$0	(\$37,731.00)			
37	5307	SECURITY SERVICES			31,854			\$0	\$13,983.00			
38	5308	SPECIAL TRANSPORTATION			21,941			\$0	\$14,701.00			
39	5402	PRINTING-OUTSIDE	0	376	33,617			\$0	\$2,838.00			
40	5403	BINDING-OUTSIDE						\$0	\$0.00			
41	5404	DESIGN SERVICE-OUTSIDE	14,850	3,388	22,445			\$0	\$0.00			
42	5406	REVIEW SERVICE						\$0	\$0.00			
43	5410	MAIL SERVICE-OUTSIDE	0		1,302			\$0	\$48.00			
44	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE		10,225	16,465			\$0	\$25,721.00			
45	5416	ADVERTISING PRODUCTION COST						\$0	\$0.00			
46	5420	COPYRIGHT FEES		1,095	789			\$0	\$903.00			
47	5500	SUPPLIES/OPERATING	1,487	3,936	28,457			\$0	\$18,397.00		Booth promotional swag for 27	\$5,000.00
48	5510	INSURANCE		6,059				\$0	\$0.00			
49	5522	TELEPHONE/FAX			35			\$0	\$0.00			
50	5523	POSTAGE/E-MAIL			22,440			\$0	\$0.00			
51	5525	UTILITIES						\$0	\$9,824.00			
52	5530	DEPRECIATION F/E	121	246	1,168	20	92	\$1,017	\$2,153.00			
53	5531	DEPRECIATION BUILDING						\$0	\$0.00			
54	5560	ORG SUPPORT/CONTRIBUTION			(10,000)			\$0	\$660.00			
55	5599	MISC EXPENSE	1,750	3,026	6,213	46	213	\$895	\$8,895.00	\$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.	\$835.00
56	5908	IUT/MAINTENANCE						\$0	\$0.00	\$0.00		\$0.00
57	5909	IUT/DIST CTR		10	(5)			\$0	\$0.00	\$0.00		\$0.00
58	5910	IUT/REPRO CTR		217	448			\$23	\$47.00	\$0.00		\$0.00
59	5911	IUT/OVERHEAD	0	(6,072)	573,003			\$0	\$455,570.00	\$0.00	IUT General overhead	\$0.00
60	5942	IUT/ADVERTISING						\$0	\$1,000.00			
61	5998	IUT/ALLOCATIONS						\$0	\$0.00	\$0.00		\$0.00
62	5600	TAXES/INCOME	(1,200)		0						Unrelated business taxes @ 2% of ad revenue	
63		Expenses	53,579	196,295	2,047,712	3,823	17,001	\$129,105	\$1,786,008.00	\$16,967.00		\$21,274.00
64												
65		Net	(53,579)	(159,660)	501,952	(25,862)	(17,001)	(\$141,105)	\$203,062.00	(\$16,967.00)		(\$21,274.00)

	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 Actual	2024 Budget	2025 Notes	2025 Budget
						2,634	912,550	\$0	\$0		VIRTUAL CONFERENCE registration (25% of total hybrid conference registration): EARLY BIRD: 217 ACRL members @ \$279 early-bird = \$60,543 35 ALA members @ \$319 early-bird= \$11,165 125 Nonmembers @ \$369 early-bird = \$46,125 10 Retired/Nonsalaried Members @ \$129 = \$1,290 15 Students @ \$99 = \$1,585 ADVANCE: 146 ACRL members @ \$319 = \$46,574 38 ALA members @ \$359 = \$13,642 112 Nonmembers @ \$409 = \$45,808 6 Retired/Nonsalaried Member @ \$159 = \$954 12 Students @ \$139 = \$1,668 Total based on 716 virtual registrants = \$219,354 minus \$3,170 group 10+ discounts (15% VC attendees groups 10+); minus \$50 speaker discount x 100 virtual speakers (-\$5,000) = \$211,084 Based on 2023 actuals	\$221,084.00
3	4103	SALES - ONLINE										
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)	(\$4,250)	(\$24,000)	Corcoran Exhibitors, 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 @ \$409 early-bird = \$409,000 117 ALA members @ \$479 early-bird= \$56,043 490 Nonmembers @ \$559 early-bird = \$273,910 35 Retired/Nonsalaried Members @ \$189 = \$6,615 79 Students @ \$109 = \$8,611 ADVANCE: 207 ACRL members @ \$479 = \$99,153 18 ALA members @ \$559 = \$10,062 117 Nonmembers @ \$649 = \$75,933 23 Retired/Nonsalaried Member @ \$219 = \$5,037 24 Students @ \$149 = \$3,576 Total based on 2,110 in-person (2.5% increase from 2023 actual in-person registrants) = \$947,940 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 F2F registration = \$871,694	\$871,694.00
12	4210	EXHIBIT SPACE RENTALS	957,420	0	0		223,977		(\$950)		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	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED										
15	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
16	4429	OVHRD-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
17	4430	MISCELLANEOUS FEES										
18	4490	MISCELLANEOUS REVENUE										
19		Revenues	\$2,815,296	\$0	\$0	(\$17,512)	\$1,471,283	(\$6,000)	(\$5,200)	(\$24,000)		\$2,059,406

	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 Actual	2024 Budget	2025 Notes	2025 Budget
20												
21	5000	SALARIES & WAGES	139,553	28,942	22,097	73,293	155,162	\$308	\$13,200	\$98,043	Salaries	\$177,796
22	5001	WAGES/TEMPORARY EMPLOYEES									Registration temps	\$2,500
23	5002	OVERTIME WAGES										
24	5005	ATTRITION FACTOR					(45,209)	(\$2,341)	\$0			
25	5009	ACCRUED VACATION WAGES										
26	5010	EMPLOYEE BENEFITS	42,644	8,682	6,807	22,827	50,821	\$90	\$3,683	\$31,374	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$53,783
27	5100	TEMPORARY EMPLOYEES/OUTSIDE	1,719									
28	5110	PROFESSIONAL SERVICES	84,377	75	2,708	14,425	106,630			\$0	Online Proposal Management @ \$8,000. Registration Management after housing/lead retrieval commission payment \$50,000. Vendor staffing @ \$50,000; vendor license and attendee hub \$16,580; Accessibility/ASL: \$10,000; Feathr @ \$15,000; Scooters @ \$4,000; Childcare reimbursement @ \$250.	\$153,830
29	5120	LEGAL FEES										
30	5121	AUDIT/TAX FEES										
31	5122	BANK S/C	53,285	1,893	3,902	2,269	30,480	\$5,865	\$9,360		Bank Service Fees	\$41,188
32	5130	LOBBYING / CONSULTING										
33	5140	EQUIP/FURN REPAIRS										
34	5141	MAINTENANCE AGREEMENTS										
35	5150	MESSENGER SERVICE	1,257	0		21					FedEx, etc.	\$1,200
36	5151	DUPLICATION/OUTSIDE										
37	5210	TRANSPORTATION	12,160	613	398	614		\$0	\$150	\$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 Actual	2024 Budget	2025 Notes	2025 Budget
38	5212	LODGING & MEALS	4,279	287	103	130		\$0	\$125	\$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
39	5214	ENTERTAINMENT	6,636				3,050				All-conference reception string quartet 3000 + trivia host night	\$5,000
40	5216	BUSINESS MEETINGS									500 +1500 additional activations tbd	
41	5219	UNALLOCATED AMERICAN EXPRESS					0					
42	5300	FACILITIES RENT	48,185								Facilities rental: Final Payment for Minni Convention Center @\$69,950, Conv Center Coat Check \$3K; All-Confernce Reception (\$6,500) -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	\$80,450
43	5301	CONFERENCE EQUIPMENT RENTAL	353,826				424				Conv Center Equipment Rental (Tables/chairs/linens/risers) 8K ; Datasis: Personal computers, printers, photocopier, shipping, labor @ \$18,000; Convention Center Internet connection/wifi buyout @ \$60,000;	\$86,000
44	5302	MEAL FUNCTIONS	360,046								Convention Center F&B Min 280K, All Conf 90,000	\$370,000
45	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	\$81,975
46	5304	SPEAKER/GUEST EXPENSE	8,110	0							(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	\$8,850
47	5305	SPEAKER/GUEST HONORARIUM	43,000			200	22,750				Speaker honorarium,Final payments for keynote speakers at 12k and 7k. Invited Presenters 3 @ \$1,500 each = \$4,500. PLUS 24 deferred: deposits for 2 keynote speakers at 12K and 6K;	\$41,500
48	5306	AWARDS	0	0							Covers scholarship registration fees	(\$40,000)
49	5307	SECURITY SERVICES	17,991								EMT and Secruity professionals	\$16,500
50	5308	SPECIAL TRANSPORTATION	25,866			10,000					No bussing planned, All-Conference venue walkable	\$0
51	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR					254,034				BARTHA 225K including video production + Convention Center Labor (Stagehands/Loaders/Rigging) 35K	\$260,000
52	5310	COMPUTER RENTAL/INTERNET CONNECTIONS										
53	5350	PROGRAM ALLOCATION										
54	5400	EDITORIAL/PROOFREADING/OUTSIDE										
55	5401	TYPESETTING/COMPOSITION-OUTSD										
56	5402	PRINTING-OUTSIDE	32,681								Pocket Program	\$3,500
57	5403	BINDING-OUTSIDE										
58	5404	DESIGN SERVICE-OUTSIDE	17,334	0	9,075	7,950	5,700				24 deferred: Minneapolis conference look and feel	\$15,000
59	5406	REVIEW SERVICE										
60	5410	MAIL SERVICE-OUTSIDE	2,096				184				Mail service outside	\$200
61	5411	ADVERTISING/SPACE										
62	5412	ADVERTISING/DIRECT										
63	5413	MAIL LIST RENTAL										
64	5414	SUPPLIES/PRODUCTION										
65	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	26,066			8,500					Professional Photography 7000	\$7,000
66	5416	ADVERTISING PRODUCTION COST									Feathr ad Sales Costs: 7,200 Ad Sales License Fees + 10,000 Ad Sales Promotions	\$17,200
67	5420	COPYRIGHT FEES	744			1,110	789				copyright fees	\$1,000
68	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 Actual	2024 Budget	2025 Notes	2025 Budget
69	5501	EQUIPMENT & SOFTWARE/MINOR										
70	5502	REFERENCE MATERIAL/PERIODICALS										
71	5510	INSURANCE				8,436						
72	5520	EQUIPMENT RENTAL/LEASE										
73	5521	SPACE RENT										
74	5522	TELEPHONE/FAX	305									
75	5523	POSTAGE/E-MAIL	30,841									
76	5525	UTILITIES	32,907									
77	5530	DEPRECIATION F/E	605	97	151	499	883	\$3	\$155		Electrical Service depreciation fee	\$11,000
78	5560	ORG SUPPORT/CONTRIBUTION					-20396					\$2,500
79	5599	MISC EXPENSE	8,840	1,190	801	1,172	2,052	\$3	\$639	\$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.	\$12,531
80	5909	IUT/DIST CTR	87			4						
81	5910	IUT/REPRO CTR	595								Onsite small signs/printwork	\$50
82	5999	IUT/MISC	(10,000)									
83	5911	IUT/OVERHEAD	653,947	0			148,211	\$0	(\$815)	\$0	IUT General overhead	\$431,257
84	5942	IUT/Advertising										
85	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
86	5600	TAXES/INCOME	0									
87		Expenses	\$2,112,515	\$41,801	\$46,042	\$152,022	\$720,176	\$3,928	\$26,497	\$137,765		\$1,889,740
88												
89		Net	\$702,780	(\$41,801)	(\$46,042)	(\$169,534)	\$751,107	(\$9,928)	(\$31,697)	(\$161,765)		\$169,666

	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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4200	REGISTRATION FEES	8,540	7,875			0	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		\$0
5												
6	5000	SALARIES & WAGES	1,876	2,686	11,955	7,199	2,056	2,449	1,131	\$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		\$0
10	5009	ACCRUED VACATION WAGES								\$0		\$0
11	5010	EMPLOYEE BENEFITS	573	806	3,683	2,242	673	714	316	\$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	MESSENGER 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	13	\$0		\$0
27	5543	BAD DEBT EXPENSE	175	175	175		(525)	0	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	55	\$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	1,515	\$3,551		\$0
35												
36		Net	(424)	(2,200)	(16,327)	(9,605)	(1,644)	(3,214)	(1,515)	(\$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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4200	REGISTRATION FEES	142,705	196,635	172,155			\$0	\$0	\$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	OVRRHD-EXMPT REVENUE/DIVISIONS	22,598	35,413	49,910	305	0	\$0	\$0	\$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	\$0	\$200,600		\$200,600
8												
9	5000	SALARIES & WAGES	9,751	20,621	15,799	8,888	1,653	\$970	\$1,883	\$18,383	Salaries calculated at % listed in salary matrix.	\$17,780
10	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0	\$0		
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	\$525	\$5,883	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,378
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	\$0	\$4,818	Bank Charges on credit cards.	\$4,818
19	5130	LOBBYING / CONSULTING						\$0	\$0	\$0		
20	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
21	5141	MAINTENANCE AGREEMENTS						\$0	\$0	\$0		
22	5150	MESSANGER SERVICE	185	238	55			\$0	\$0	\$350	Messenger service	\$350
23	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0		\$0
24	5210	TRANSPORTATION	13,020	895	1,411	(545)		\$0	\$0	\$525	Travel-out-of-town: vicinity travel @ \$150	\$525
			38,059	79,546	69,388			\$0	\$0	\$52,040	IMMERSION 80 registrants: 5 nights lodging @ \$500 per person x 80 <This fee is covered by 4429 overhead exempt revenue>;	\$52,040
25	5212	LODGING & MEALS									Meals = \$140 per person @ dorm meals (B I D) x 86 =	
26	5214	ENTERTAINMENT			4,730			\$0	\$0	\$5,500	Entertainment: Thursday night happy hour	\$5,500
27	5300	FACILITIES RENT	14,939	8,115	17,700			\$0	\$0	\$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	\$0	\$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 Actual	2024 Budget	2025 Notes	2025 Budget
29	5302	MEAL FUNCTIONS	16,985	(294)	15,043			\$0	\$0	\$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	\$0	\$7,500	Faculty expenses	\$7,500
32	5305	SPEAKER/GUEST HONORARIUM	21,000	34,250	21,250			\$0	\$0	\$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	\$0	(10,000)	Contra-expense for Immersion scholarship awards	(10,000)
34	5402	PRINTING-OUTSIDE	257	4,426	2,738	40		\$0	\$0	\$5,000	Printing, notebook production	\$5,000
35	5420	COPYRIGHT FEES		1,687	499			\$0	\$0	\$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	\$0	\$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	\$22	\$0		\$0
40	5541	COLLECTION EXPENSE						\$0	\$0	\$0		\$0
41	5543	BAD DEBT EXPENSE	147	147	147		(441)	\$147	\$148	\$147	Bad Debt	\$147
42	5599	MISC EXPENSE	609	848	573	142	22	\$9	\$91	\$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.	\$1,253
43	5909	IUT/DIST CTR				3		\$0	\$0	\$0	IUT-Distribution	\$0
44	5910	IUT/REPRO CTR						\$0	\$0	\$50	IUT-Reprographics	\$50
45	5940	IUT/REGISTRATION PROCESSING	664	(625)				\$0	\$0	\$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	\$0	\$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)	\$2,669	\$197,181		\$196,140
53												
54		Net	\$3,130	\$9,235	\$9,741	(14,017)	(1,303)	\$742	(2,669)	\$3,419		\$4,460

	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 Actual	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	\$9,955	\$17,157	Salaries calculated at % listed in salary matrix	\$11,853
7	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0	\$0		
8	5002	OVERTIME WAGES						\$0	\$0	\$0		
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	\$2,778	\$5,490	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,586
12	5014	ANNUITY/EMPLOYER CONTRIBUTION										
13	5122	BANK S/C	582	637	752	1,074	495	\$551	\$573	\$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	\$736	\$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 Actual	2024 Budget	2025 Notes	2025 Budget
18	5525	UTILITIES						\$0	\$0	\$0		\$0
19	5530	DEPRECIATION F/E	147	119	600	287	78	\$97	\$117	\$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	\$482	\$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.	\$835
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	\$131	\$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	\$14,772	\$26,003		\$18,524
33												
34		Net	(\$60,245)	(\$65,357)	(\$129,998)	(\$57,532)	(\$14,960)	(\$8,299)	(\$14,772)	(\$26,003)		(\$18,524)

	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	2022 Actual	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 Actual	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	\$7,175	\$12,000	Donations for special events budgeted at typical rates.	\$12,000
5	4429	OVRHD-EXMPT REVENUE/DIVISIONS	5,329	4,382	3,212			\$0	\$0	\$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	\$7,175	\$15,125		\$12,000
9												
10	5000	SALARIES & WAGES	9,413	6,029	5,481	4,877		\$3,142	\$5,852	\$0	Salaries calculated as percentage of total as listed in salary matrix	\$0
11	5001	WAGES/TEMPORARY EMPLOYEES						\$0	\$0	\$0		
12	5002	OVERTIME WAGES						\$0	\$0	\$0		
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	\$1,633	\$0	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
16	5122	BANK S/C	90	265	288	114	100	\$50	\$180	\$0		\$0
17	5150	MESSENGER SERVICE						\$0	\$0	\$200	Messenger service	\$200
18	5350	PROGRAM ALLOCATION	19,282	28,141	33,157	5,486		\$0	\$10,277	\$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	\$69	\$0		\$0
20	5599	MISC EXPENSE	588	248	199	78		\$31	\$283	\$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						\$0	\$0	\$0		
25		Expenses	\$32,306	\$36,513	\$40,849	\$12,107	\$100	\$3,514	\$18,294	\$14,200	\$0	\$14,200
26												
27		Net	(\$10,576)	(\$5,231)	(\$5,962)	\$193	\$3,400	(\$1,964)	(\$11,119)	\$925	\$0	(\$2,200)

	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 Actual	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES						\$0	\$0	\$0	Immersion in a Box - pilot program at UNLV	\$5,000
4	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
5		Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$5,000
6									\$0	\$0		\$0
7	5000	SALARIES & WAGES						\$0	\$0	\$0	Salaries calculated at % of total ACRL per time study	\$1,185
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	\$359
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, facilitator via Zoom)	\$0
17	5212	LODGING & MEALS						\$0	\$0	\$0	NA	\$0
18	5300	FACILITIES RENT						\$0	\$0	\$0	Provided by host institution	\$0
19	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0	Provided by host institution	\$0
20	5302	MEAL FUNCTIONS						\$0	\$0	\$0	Provided by host institution	\$0
21	5303	EXHIBITS						\$0	\$0	\$0	NA	\$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 Actual	2024 Budget	2025 Notes	2025 Budget
22	5304	SPEAKER/GUEST EXPENSE	0			2,238		\$0	\$0	\$0	Remote facilitators; NA	\$0
23	5305	SPEAKER/GUEST HONORARIUM			3,750			\$0	\$0	\$0	Facilitator honorarium: 2 hours: pre-experience consultation; 8 hours: material development; 2 hours: during-experience support, including synchronous remote plenary; 1 hour: post-experience debrief (consultation time with facilitator) = 11 total hours @ \$100 per hour = \$1,100 per facilitator	\$1,100
24	5402	PRINTING-OUTSIDE						\$0	\$0	\$0	Digital handouts	\$0
25	5420	COPYRIGHT FEES						\$0	\$0	\$0	Copyright fees: Immersion notebook readings (Copyright Clearance Center)	\$0
26	5500	SUPPLIES/OPERATING						\$0	\$0	\$0	NA	\$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.	\$84
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	\$663
33	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
34	5600	TAXES/INCOME										
35		Expenses	848	0	3,750	2,238	0	(\$404)	\$0	\$0		\$3,391
36												
37		Net	(848)	0	(3,750)	(2,238)	0	\$404	\$0	\$0		\$1,609

	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	2024 Budget	2025 Notes	2025 Budget
3	4400	DONATIONS/HONORARIA	16,300	15,800	14,000	500	600	\$0	\$0	\$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	\$0	\$14,000		\$14,000
5												
6	5000	SALARIES & WAGES	16,001	11,456	15,604	17,864	2,348	\$7,101	\$16,210	\$2,941	Salaries @ % listed in the salary matrix	\$2,845
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	\$4,523	\$941	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$861
12	5122	BANK S/C	14	29		\$14	29	\$0	\$0	\$0		\$0
13	5302	MEAL FUNCTIONS	4,984	11,516	9,734			\$0	\$0	\$10,000	Catering at programs and poster sessions/receptions (offset by donations)	\$10,000
14	5305	SPEAKER/GUEST HONORARIUM						\$0	\$3,500	\$0		
15	5350	PROGRAM ALLOCATION	16,956	8,065	10,278	2,539	3,600	\$953	\$750	\$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
16	5402	PRINTING-OUTSIDE						\$0	\$0	\$0	Share of this project's printing costs for Annual Conference Programs and meetings C&RL News insert	\$0
17	5530	DEPRECIATION F/E	69	38	106	122	13	\$79	\$190	\$0		\$0
18	5599	MISC EXPENSE	1,000	471	566	286	31	\$69	\$785	\$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.	\$201
19	5909	IUT/DIST CTR	6					\$0	\$0	\$0		\$0
20	5910	IUT/REPRO CTR			28			\$0	\$0	\$0		\$0
21	5600	TAXES/INCOME						\$0	\$0	\$0		\$0
22		Expenses	\$43,920	\$35,012	\$41,123	\$26,389	\$6,105	\$9,136	\$25,958	\$27,922		\$27,757
23												
24		Net	(\$27,620)	(\$19,212)	(\$27,123)	(\$25,889)	(\$5,505)	(\$9,136)	(\$25,958)	(\$13,922)		(\$13,757)

	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	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						\$0	\$0	\$0		
8	5002	OVERTIME WAGES						\$0	\$0	\$0		
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	\$47,000	\$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 \$8,500 = \$17,000. LLX24 to AC24: increased from \$14K to \$17K per FY24 actual. Online learning scholarships @ \$1,000. Budgeted from ACRL's net asset balance.	\$93,000
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	\$47,000	\$40,000		\$93,000
19												
20		Net	(81,270)	(40,845)	(82,580)	(2,500)	0	(\$8,000)	(\$47,000)	(\$40,000)		(\$93,000)

Choice FY25 Budget Reconciliation Memo

To: ACRL Budget and Finance Committee

From: Rachel Hendrick, Editor and Publisher, Choice

Date: 26 August 2024

The current draft of the FY25 Choice budget forecasts \$2,291,000 in revenue and \$2,210,000 in expense with a net operating surplus of \$80,000. This budget anticipates lower subscription and advertising revenue and a large decrease in expenses due to an effort to consolidate services within ALA. This budget also reflects a mandated cut of 10% to non-salary related expense lines and the loss of an open editorial position.

REVENUE

Item	FY25B	FY24B	Var
Subscriptions Revenue	\$928,100	\$947,280	(\$19,180)
Advertising Revenue (net)	\$832,612	\$878,361	(\$45,749)
Licensing Revenue	\$476,654	\$476,654	\$0
Misc Sales Revenue	\$14,000	\$14,000	\$0
Misc Revenue	\$40,000	\$40,000	\$0
TOTAL REVENUE	\$2,291,366	\$2,356,295	(\$64,929)

This budget projects 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. This budget is also more conservative than last year in projecting advertising revenue because we failed to make budget in both FY23 and FY24.

Speaking of advertising, this will be an important year for LibTech Insights. The content vertical has built stellar engagement over the last year and a half and is perfectly poised to attract advertising from academic publishers who are rolling out their new generative AI products. For example, this year Clarivate increased their advertising contract with us by \$12,000 to market their Web of Science AI assistant.

ACRL Virtual Vote Sept24 Doc 1.3

EXPENSES

Item	FY25B	FY24B	Var
Payroll and Related Expenses	\$1,445,542	\$1,505,674	(\$60,132)
Outside Services	\$76,640	\$135,148	(\$58,508)
Travel and Related Expenses	\$15,955	\$7,917	\$8,038
Meetings and Conferences	\$46,300	\$0	\$46,300
Publication-related Expenses	\$208,889	\$241,593	(\$32,704)
Operating Expenses	\$122,755	\$134,340	(\$11,585)
TOTAL DIRECT EXPENSES	\$1,916,081	\$2,024,672	(\$108,591)
TOTAL INDIRECT EXPENSES	(\$34,243)	(\$31,395)	(\$2,848)

Choice's cost saving strategy in FY25 is to take advantage of as many shared services provided by ALA as possible. The move toward consolidation anticipates an increase in our overhead rate in FY26 under the new operating agreement. Over the past year, Choice has worked with ALA IT to integrate some of our back-office operations and will decreased our expenses in FY25 by \$84,500. By consolidating shared services, not only do we move these costs out of our budget, but the association is able to leverage economy of scale.

- \$1,500 a year: moving our customer service software to Zoho Desk
- \$7,000 a year: consolidating phone services across the association.
- \$11,000 a year: consolidating various web applications (Adobe Creative Cloud, AirTable, SurveyMonkey, etc.)
- \$25,000 a year: consolidating subscription and fulfillment across the association into a single vendor.
- \$40,000 a year: consolidating our managed service provider (MSP) into a single vendor across the association.

Like many units across the association, this spring Choice was asked to make a 10% cut across all non-salary expenses. This was done by decreasing some freelance hours, renegotiating our webinar revenue share with ACRL, and moving \$29,000 from our long-term investment (LTI) fund. In addition to this mandated cut of about \$80,000, we also lost the budget line for an open editorial position.

OVERHEAD

Item	FY25B	FY24B	Var
Overhead	\$303,341	\$311,944	(\$8,603)
Liberty Square Allocations	\$25,500	\$25,500	\$0
TOTAL OVERHEAD	\$328,841	\$337,444	(\$8,603)

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.

ACRL Virtual Vote Sept24 Doc 1.3

SUMMING UP

Item	FY25B	FY24B	var
TOTAL REVENUE	\$2,291,366	\$2,356,295	64,929
TOTAL EXPENSES	\$2,210,679	\$2,330,721	\$120,042
NET REVENUES	\$80,687	\$25,574	

This version of the Choice budget projects a net operating surplus of over \$80,000. We have cut revenue slightly to realign our advertising projection with the actuals from FY23 and FY24. We have also found \$120,000 in expense savings by consolidating services with ALA and holding off hiring an editorial position.

404 FY25 CHOICE Budget

Entered
12/22/2023

	FY25B	FY24B	FY23
TOTAL REVENUES	2,291,366	2,356,295	2,175,759
TOTAL EXPENSES	2,210,679	2,330,721	2,259,408
NET REVENUES	80,687	25,574	(83,649)

REVENUE	FY25B		
Subscriptions	928,100	947,280	940,701
Advertising	832,612	878,361	662,315
Licensing	476,654	476,654	508,965
Misc Sales	14,000	14,000	12,935
Misc Sales	40,000	40,000	50,843
TOTAL REVENUES	2,291,366	2,356,295	2,175,759

EXPENSES	FY25B		
Payroll and Related Expenses	1,445,542	1,505,674	1,509,106
Outside Services	76,640	135,148	73,268
Travel and Related Expenses	15,955	7,917	8,120
Meetings and Conferences	46,300	0	1,012
Publication-related Expenses	208,889	241,593	254,770
Operating Expenses	122,755	134,340	186,006
TOTAL DIRECT EXPENSES	1,916,081	2,024,672	2,032,282
TOTAL INDIRECT EXPENSES	(34,243)	(31,395)	(35,897)
IUT/Overhead	303,341	311,944	204,311
IUT/Allocations (Liberty Square)	25,500	25,500	30,097
UBIT	0	0	0
TOTAL OVERHEAD	328,841	337,444	234,408
TOTAL EXPENSES	2,210,679	2,330,721	2,230,793

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

LINE #	LINE ITEM DESCRIPTION		FY25B	
EXPENSES				
5000	Salaries & Wages		\$989,516	updated from Prophix 5/13/2024
5001	Temp Employees In-House		\$0	Interns
5002	Overtime/Wages		\$0	Non-exempt staff time in excess of 35 hours/wk
5010	Employee Benefits		\$299,337	updated from Prophix 8/8/2024
5016	Prof Memberships			
5030	Staff Recruitment/Relocation			
5031	Staff Development			

Subtotal - Payroll & Related Expense \$1,288,853

5100	Temp Employee/Outside			
5110	Professional Services		\$30,000	Network & disaster recovery support svcs/Network Synergy
5122	Bank Service Fees		\$6,500	
		\$8,000		Repairs/Maint - Server warranty/maint
		\$5,000		Repairs/Maint - Router, firewall warranty, maint
		\$2,000		Repairs/Maint - Web appliance
		\$600		Repairs/Maint - SSL licensing
		\$2,000		Repairs/Maint - Virtual management software, apps
		\$4,000		Repairs/Maint - Copier, printers svc
		\$3,000		Repairs/Maint - Software assurance
5140	Repairs/Maintenance		\$24,600	

Subtotal - Outside Services \$61,100

		\$0		SPOS (October)
		\$900		Charleston (November)
		\$900		ACRL (April)
		\$450		ALA Annual (June)
		\$0		Other
5210	Transportation		\$2,250	
		\$0		SPOS (October)
		\$2,200		Charleston (November)
		\$2,200		ACRL (April)
		\$1,100		ALA Annual (June)
		\$0		Other
5212	Lodging & Meals		\$5,500	
5214	Entertainment			
5216	Business Meetings	\$1,000	\$1,000	Charleston conference registrations

Subtotal - Travel and Related Expenses \$8,750

5430	Web Operating Expenses			
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Subtotal - Publication-Related Expenses \$0

5500	Supplies/Operating		\$5,000	General office supplies, e.g. paper, file folders
		\$500		X-Tags
		\$0		Freshdesk (Moving to Zoho Desk, cost covered by ALA IT)
		\$60		SendPro Pitney Bowes
		\$1,000		Small office equipment & software
5501	Equipment/Software-Minor		\$1,560	
		\$0		Adobe Creative Cloud
		\$720		GoToMyPC annual fee (Citrix)
		\$800		Microsoft desk access
		\$540		Water cooler rental at \$45/month
		\$630		Coffee machine rental at \$53/month
5520	Equipment Rental/Lease		\$2,690	
		\$1,000		Frontier (analog line for fax/security)
		\$0		Zoom (meeting rooms are recorded in 3909 at line 5431)
5522	Telephone & Fax/O/S		\$1,000	Total
		\$12,744		Comcast primary (ethernet)
		\$2,724		Comcast secondary (wifi)
		\$500		FedEx
		\$19,000		Postage mailing books, etc.
5523	Postage & E-Mail/O/S		\$34,968	
5530	Depr/Furn & Equipment			Charge servers and laptops to line 5530 on project 3900
5543	Bad Debt Expense		\$10,000	
5545	Taxes/Property			CHOICE property tax (postage meter/computer leases)
5560	Organization Support/Contrib.			ACRL National Conference sponsorship (odd # years)
5599	Misc. Expense		\$500	Staples advantage membership, grill for staff BBQ, holiday party

Subtotal - Operating Expenses \$125,568

5904	Transfer to/from Endowment		(\$29,343)	Recorded in project 3921
5941	IUT-CHOICE		\$0	One-time transfer in August, get estimate from Allison
5999	IUT-Misc.			

Subtotal - Inter-Unit Transfers (\$29,343)

5600	Taxes/Income		\$0	
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Subtotal - Overhead and Taxes \$0

TOTAL PROJECT EXPENSES (G&A) \$1,385,078
NET PROJECT REVENUE (\$1,385,078)

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

LINE # LINE ITEM DESCRIPTION

REVENUES		FY25B
4104	Sales/Rental-Mail Lists	Income from rental of CHOICE mailing list
		Single copy sales
		OAT seals: print and digital
4109	Sales/Miscellaneous	\$2,000
4110	Subscriptions	\$221,000
4421	Royalties-Exempt	\$500
4490	Misc. Fees/Revenues	\$40,000
		Income from sale of reject books/misc. revenues

TOTAL PROJECT REVENUES \$263,500

EXPENSES

		FY25B
5100	Temp Employee/Outside	
5110	Professional Services	
		\$23,000
		Long-form racial justice reviews (12 reviews at \$250 each); editorial consultant to hold us over until we can hire fulltime position (September-December)
5140	Repairs/Maintenance	
		AWS--recorded at 3913

Subtotal - Outside Services \$23,000

5400	Edit/Proofreading-O/S	\$3,981	Copyediting Allocation (ENTERED FULL 20,000 IN PROPHIX)
5401	Typesetting/Comptn-O/S	\$100	Walsworth
5402	Printing-O/S	\$79,000	Walsworth
5404	Design Service-O/S		
		\$9,000	Mailing and postage for magazine (12 issues);postal service and Walsworth
		\$2,100	Fulfillment mailing services (ESP/USPS)
5410	Mail Service-O/S	\$14,500	
5414	Supplies/Production	\$8,000	Layout and printing supplies (stripping)
5415	Pre-Press/Photo Services		Pre-press graphics services (primarily covers)
5420	Copyright Fees	\$400	Copyright Office registration fees
5430	Web Operating Expenses	\$1,632	Omeda (Choice magazine only)
5433	Order Processing/Fulfillment	\$13,000	Omeda (Choice magazine only)

Subtotal - Publication Related Expenses \$120,613

5030	Staff Recruitment/Relocation		
5031	Staff Development		
5501	Equipment/Software-Minor		
		\$18,000	OCLC access charges (ALA Library IUT)
			OCLC publishing services/bib data agreement (September)
			EBSCO subscription at ALA
			Other reference materials
5502	Ref Mats/Periodicals	\$18,000	
5522	Telephone & Fax/O/S	\$170	Omeda phone charges (Choice magazine only)
5523	Postage & E-Mail/O/S		Choice mailroom in 0000
5530	Depr/Furn & Equipment	\$3,831	Accrued prior year depreciation from Tech Depreciation
5540	Royalty Expense		Fee(s) for outside contributors to the magazine
5545	Taxes/Property		CHOICE property tax (postage meter/computer leases)
5599	Misc. Expense		Miscellaneous office expenses

Subtotal - Operating Expenses \$22,001

5903	IUT-Subscription Processing		
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Subtotal - Inter-Unit Transfers \$0

		\$0	4104 Sales/Rental-Mail Lists
		\$0	4109 Sales/Miscellaneous
		\$29,283	4110 Subscriptions
		\$66	4421 Royalties-Exempt
		\$5,300	4490 Misc. Fees/Revenues
5911	IUT-General Overhead	\$34,649	
5600	Taxes/Income		

Subtotal - Overhead and Taxes \$34,649

TOTAL PROJECT EXPENSES \$200,262

NET PROJECT REVENUE \$63,238

\$50,218 when total copyediting expense (\$20,000) is allocated to this project

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

LINE # LINE ITEM DESCRIPTION

REVENUES

FY25B

	B&T: Content Café and Title Source	\$35,000		
	EBSCO: OAT	\$7,500		
	EBSCO: GOBI	\$110,000		
	Emery Pratt	\$1,500		
	Gale/Cengage	\$27,500		
	Ingram: iPage	\$12,750		
	Midwest	\$2,500		
	OCLC: OAT	\$4,444		
	OCLC: SCS	\$25,000		
	ProQuest: Oasis	\$25,000		
	ProQuest: Summon	\$45,000		
	ProQuest: Ebook Central	\$10,000		
	ProQuest: BIP, Syndetics	\$159,960		
4421	Royalties-Exempt		\$466,154	50% split with 3905

TOTAL PROJECT REVENUES \$466,154

EXPENSES

LINE # LINE ITEM DESCRIPTION

5110	Professional Services			
	Subtotal - Outside Services	\$0		
5400	Edit/Proofreading-O/S		\$7,471	Copyediting allocation
	Subtotal - Publication Related Expenses	\$7,471		
5911	IUT-General Overhead		\$61,765	
	Subtotal - Overhead and Taxes	\$61,765		
	TOTAL PROJECT EXPENSES	\$69,236		
	NET PROJECT REVENUE	\$396,918		

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

LINE # LINE ITEM DESCRIPTION

REVENUES

			FY25B	
4109	Sales/Miscellaneous			
4110	Subscriptions		\$140,000	
4421	Royalties-Exempt		\$10,000	\$20,000 50% split with 3902 (Ebook Central)
TOTAL PROJECT REVENUES		\$150,000		

LINE #

EXPENSES

5000	Salaries & Wages		\$78,973	From Profix, updated 5/13/2024
5001	Temp Employees-In-House		\$0	
5010	Employee Benefits		\$23,890	
5016	Prof Memberships			Staff memberships in professional associations
Subtotal - Payroll & Related Expense		\$102,863		

5100	Temp Employee/Outside			
5110	Professional Services		(\$95,000)	Editorial reimbursement from Clarivate
Subtotal - Outside Services			(\$95,000)	

	Conference/Meeting	FY25B		
	Charleston	\$0		
	ACRL	\$0		
	ALA Annual	\$0		
5210	Transportation		\$0	
	Charleston	\$0		
	ACRL	\$0		
	ALA Annual	\$0		
5212	Lodging & Meals		\$0	
5216	Business Meetings			

Subtotal - Travel & Related Expenses \$0

5305	Speaker/Guest Honorarium		\$38,500	Subject Editor honoraria 70 units x 550 (December)
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Subtotal - Meetings & Conferences \$38,500

5430	Web Operating Expenses			
Subtotal - Publication Related Expenses		\$0		

5030	Staff Recruitment/Relocation			
5031	Staff Development			
5502	Ref Mats/Periodicals			
5520	Equipment Rental/Lease			
5523	Postage & E-Mail/O/S			
5599	Misc. Expense			

Subtotal - Operating Expenses \$0

5904	Transfer to/from Endowment			
Subtotal - IUT's		\$0		

		\$0		4109 Sales/Miscellaneous
		\$18,550		4110 Subscriptions
		\$1,325		4421 Royalties
5911	IUT-General Overhead		\$19,875	
5600	Taxes/Income	\$0	\$0	\$0

Subtotal- Overhead and Taxes \$19,875

TOTAL PROJECT EXPENSES \$66,238

NET PROJECT REVENUE \$83,762

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3907
Project Name:	Choice Advertising
Project Note: All expenses are tracked at 70% for this project. Remaining 30% is in project 3908.	

All expenses share with ACRL (70% to 3907)

LINE # LINE ITEM DESCRIPTION

REVENUES

		FY25B
4140	Advertising/Gross	\$60,000
4611	Comm/Sales Rep	(\$2,700)
TOTAL PROJECT REVENUES		\$57,300

LINE # LINE ITEM DESCRIPTION

EXPENSES

5000	Salaries & Wages	\$39,041	from prophix, updated 2/26/2024
5001	Temp Employees-In-House		
5002	Overtime/Wages	\$2,975	Non-exempt staff time in excess of 35 hours/wk
5010	Employee Benefits	\$11,810	
Subtotal - Payroll & Related Expense		\$53,826	

5110	Professional Services	\$0	
5122	Bank Service Fees		
5140	Repairs/Maintenance		Spacemaster
Subtotal - Outside Services		\$0	

5210	Transportation	\$450	Charleston (November) ALA Annual (June) ACRL (March) Other Project 3908 share (70%)
		\$450	
		\$450	
		\$0	
		\$945	
5212	Lodging & Meals	\$1,100	Charleston (November) ALA Annual (June) ACRL (March) Other Project 3908 share (70%)
		\$1,100	
		\$1,100	
		\$0	
		\$2,310	
5216	Business Meetings	\$350	Meetings with advertisers 5 meetings at \$100 each
Subtotal - Travel & Related Expenses		\$3,605	

5402	Printing-O/S		CHOICE Ad Sales Promo Printing Expense
5404	Design Service-O/S		Outside ad sales promo creative expenses: media kit
Subtotal - Publication Related Expenses		\$0	

5500	Supplies/Operating		
5501	Equipment/Software-Minor		
5522	Telephone & Fax/O/S		cellphone
5523	Postage & E-Mail/O/S		
5543	Bad Debt Expense		
Subtotal - Operating Expenses		\$0	

5906	IUT-Order Billing		ALA charges for Ad Sales Invoice Processing
Subtotal - Inter-Unit Transfers		\$0	

5911	IUT-General Overhead	\$7,950 (\$358)	4140 Advertising/Gross 4611 Comm/Sales Rep
		\$7,592	
5600	Taxes/Income		

Subtotal- Overhead and Taxes \$7,592

TOTAL PROJECT EXPENSES \$65,023

NET PROJECT REVENUE (\$7,723)

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3909
Project Name:	Choice/ACRL Webinars
Project Note: All revenues and expenses shared with ACRL at 85% Choice, 15% ACRL	

LINE # LINE ITEM DESCRIPTION

REVENUES

FY25B

		Gross	Split	Revenue		
		Choice		\$335,000		40 webinars at \$8,375
		ACRL		\$24,374		IUT to ACRL
4105	Sales/Webinars, Webcasts, Web CE				\$310,626	

		Gross	Split	Share		
		Choice	85%	(\$12,814)		IUT to ACRL
		ACRL	15%	(\$2,261)		
4611	Comm/Sales Rep				(\$12,814)	

TOTAL PROJECT REVENUES \$297,812

LINE # LINE ITEM DESCRIPTION

EXPENSES

5110	Professional Services				\$0	
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Subtotal - Outside Services \$0

5404	Design Service-O/S				\$0	
5431	Webinars/Webcasts/Web CE Exp				\$0	Hosting and production (Zoom)

Subtotal - Publication Related Expenses \$0

5500	Supplies/Operating				\$0	
5523	Postage & E-Mail/O/S				\$0	
5540	Royalty Expense				\$0	

Subtotal - Operating Expenses \$0

				\$4,000		50xx Payroll and Related expenses (15%)
				\$0		51xx Outside Services
				\$900		54xx Publication Related Expenses
				\$0		55xx Operating Expenses (55XX)
5942	IUT-Advertising				(\$4,900)	IUT to ACRL at year's end (Pam)

Subtotal - Inter-Unit Transfers (\$4,900)

		Sales	310,626	0	\$41,158	5105 Sales/Webinars, Webcasts, Web CE
		Commissions	(12,814)	0	(\$1,698)	4611 Comm/Sales Rep
5911	IUT-General Overhead				\$39,460	

5600	Taxes/Income				\$0	
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Subtotal- Overhead and Taxes \$39,460

TOTAL PROJECT EXPENSES \$34,560

NET PROJECT REVENUE \$263,252

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

LINE # LINE ITEM DESCRIPTION

EXPENSES	FY25B
5110 Professional Services	\$0 Outside marketing/promotion expenses

Subtotal - Outside Services \$0

	\$0		Charleston
	\$0		ALA Annual
	\$450		ACRL (March)
	\$0		Other Marketing business travel
5210 Transportation		\$450	
	\$0		Charleston
	\$0		ALA Annual
	\$1,100		ACRL (March)
	\$0		Other Marketing business travel
5212 Lodging & Meals		\$1,100	

Subtotal - Travel & Related Expenses \$1,550

5300 Facilities Rent	\$0
5301 Conference Equipment Rental	\$7,200 10x10 booth at ACRL Conference
5302 Meal Functions	\$0
5303 Exhibits	\$0

Subtotal - Meeting & Conference Expenses \$7,200

5402 Printing-O/S	\$1,200
5404 Design Service-O/S	\$5,000
5410 Mail Service-O/S	\$0
5411 Advertising/Space	\$1,200
5412 Advertising/Direct	\$1,200 Social media boosts
5413 Mail List Rental	\$0

Subtotal - Publication Related Expenses \$8,600

	\$1,000		SEO: Moz/Toast
	\$0		Survey Monkey
	\$6,000		Mailchimp
	\$2,500		Constant Contact
5501 Equipment/Software-Minor		\$9,500	
5522 Telephone & Fax/O/S		\$0	
5523 Postage & E-Mail/O/S		\$0	
	\$0		conf promo
	\$500		giveaways (March/June)
	\$0		content marketing promo
5550 Promotion		\$500	

Subtotal - Operating Expenses \$10,000

5942 IUT-Advertising	\$0
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Subtotal - IUT's \$0

TOTAL PROJECT EXPENSES \$27,350
NET PROJECT REVENUE (\$27,350)

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

LINE # LINE ITEM DESCRIPTION

REVENUES

FY25B

4109	Sales/Miscellaneous	\$12,000	GOBI Referral Commissions
4110	Subscriptions	\$567,100	
4143	Advertising/Online	\$30,000	
4610	Comm/Online Advertising	(\$1,350)	

TOTAL PROJECT REVENUES \$607,750

LINE # LINE ITEM DESCRIPTION

EXPENSES

5100	Temp Employee/Outside		
5110	Professional Services		

Subtotal - Outside Services \$0

5305	Speaker/Guest Honorarium	\$600	Panel participation at Charleston (November) and ACRL (April)
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Subtotal - Meetings & Conferences \$600

5400	Editl/Proofreading-O/S	\$10,548	Copyediting Allocation
		\$52,000	productOps hosting and maint (estimated 3% increase)
		\$1,632	Subscription (Omeda) web hosting
5430	Web Operating Expenses	\$53,632	
5433	Order Processing/Fulfillment	\$3,500	Omeda

- Publication Related Expenses \$67,680

5522	Telephone & Fax/O/S		
5530	Depr/Furn & Equipment		Choice Reviews fully depreciated in FY21

Subtotal - Operating Expenses \$0
\$0

		\$1,590	4109 Sales/Miscellaneous
		\$75,141	4110 Subscriptions
		\$3,975	4143 Advertising/Online
		(\$179)	4610 Comm/Online Advertising
5911	IUT-General Overhead	\$80,527	

5600	Taxes/Income		
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Subtotal- Overhead and Taxes \$80,527

TOTAL PROJECT EXPENSES \$148,807
NET PROJECT REVENUE \$458,943

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3914
Project Name:	Content Marketing

LINE # LINE ITEM DESCRIPTION

REVENUES

FY25B

4140	Advertising/Gross	\$25,000 \$40,000	\$65,000	Case Studies: CHOICE CUSTOM PUBLISHING (\$25,000 EACH) Surveys/Whitepapers CHOICE RESEARCH (\$20,000 EACH)
4143	Advertising/Online	\$45,000 \$260,000	\$305,000	Authority File podcast newsletters & eblasts
4610	Comm/Online Advertising		(\$13,725)	online commissions
4611	Comm/Sales Rep		(\$2,925)	print commissions

TOTAL PROJECT REVENUES \$353,350

LINE # LINE ITEM DESCRIPTION

EXPENSES

5110	Professional Services	\$5,000 \$7,500 \$4,000	\$16,500	Survey/Whitepapers, write and produce Case studies, write and produce Outside webinar/podcast production
5122	Bank Service Fees			
5140	Repairs/Maintenance			

Subtotal - Outside Services \$16,500

5402	Printing-O/S			
5404	Design Service-O/S			

Subtotal - Publication Related Expenses \$0

5501	Equipment/Software-Minor	\$216 \$0 \$60 \$160	\$436	Zencast Adobe Audition: audio editing Blubrry podcast metrics tracking software SoundCloud
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Subtotal - Operating Expenses \$436

5906	IUT-Order Billing			
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Subtotal - Inter-Unit Transfers \$0

5911	IUT-General Overhead	\$8,613 \$40,413 (\$1,819) (\$388)	\$46,819	4140 Advertising/Gross 4143 Advertising Online 4610 Digital commissions 4611 Print commissions
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5600	Taxes/Income			
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Subtotal- Overhead and Taxes \$46,819

TOTAL PROJECT EXPENSES \$63,755

NET PROJECT REVENUE \$289,595

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

EXPENSES

FY25B

	\$1,600	Generator maintenance svc. (Atlantic/Detroit Diesel)
	\$7,800	Janitorial services (JanPro)
	\$3,600	HVAC service contract (Encon)
	\$10,200	Common area maintenance (Liberty Square Assoc.)
	\$3,000	Miscellaneous
	\$4,400	Security system (Protection One)
	\$1,200	Carpet cleaning (RD Weis)
	\$1,200	Trash removal (City of Middletown)
5140 Repairs/Maintenance	\$33,000	

Subtotal - Outside Services \$33,000

5521 Space Rent	\$18,000	City of Middletown parking
5522 Telephone & Fax/O/S		In 0000
5523 Postage & E-Mail/O/S		
	\$14,400	Electric (Eversource)
	\$600	Gas (Eversource)
	\$300	Rubbish/Recycling (All Waste)
	\$300	Water & sewer (City of Middletown)
	\$1,000	Other
5525 Utilities	\$16,600	
5599 Misc. Expense		

Subtotal - Operating Expenses \$34,600

5998 IUT-Allocations	\$25,500	Building depreciation
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Subtotal- Overhead and Taxes \$25,500

TOTAL PROJECT EXPENSES \$93,100
NET PROJECT REVENUE (\$93,100)

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3919
Project Name:	Choice360

LINE # LINE ITEM DESCRIPTION

REVENUES

4110	Subscriptions			
		\$45,000		TIE
		\$45,000		LTI: spot ads and webinars
		\$10,000		Other Ads and Sponsors
4143	Advertising/Online		\$100,000	
4610	Comm/Online Advertising		(\$4,500)	

TOTAL PROJECT REVENUES \$95,500

LINE # LINE ITEM DESCRIPTION

EXPENSES

		FY25B		
		\$8,500		TIE Contributors
		\$27,540		LTI Contributors
		\$2,000		Choice360 upgrades (open web directory)
5110	Professional Services		\$38,040	

Subtotal - Outside Services \$38,040

		\$0		SPOS (October)
		\$450		Charleston (November)
		\$0		ALA Annual (June)
		\$0		ACRL (April)
		\$0		Other
5210	Transportation		\$450	
		\$0		SPOS (October)
		\$0		Charleston (November)
		\$0		ALA Annual (June)
		\$1,100		ACRL (April)
		\$0		Other
5212	Lodging & Meals		\$1,100	
5214	Entertainment			
5216	Business Meetings	\$500	\$500	Charleston (November) conference registrations

Subtotal - Travel and Related Expenses \$2,050

5411	Advertising/Space		\$0	Twitter boosts
5412	Advertising/Direct			
5413	Mail List Rental			
		\$420		Hosting & Search, SSL certificate (Web Solutions)
		\$105		Domain registration
		\$4,000		Maintenance/updates
5430	Web Operating Expenses		\$4,525	

Subtotal - Publication Related Expenses \$4,525

5501	Equipment/Software-Minor			Soundcloud Pro: TIE podcast storage/RSS feed
5530	Depr/Furn & Equipment			
5550	Promotion			

Subtotal - Operating Expenses \$0

5906	IUT-Order Billing			
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Subtotal - Inter-Unit Transfers \$0

		\$13,250		4143 Advertising Online
		(\$596)		4610 Digital commissions
5911	IUT-General Overhead		\$12,654	
5600	Taxes/Income			

Subtotal- Overhead and Taxes \$12,654

TOTAL PROJECT EXPENSES \$57,269

NET PROJECT REVENUE \$38,231



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 the final action on the FY25 budget will occur in 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/>

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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:

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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.

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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).
- \$17,000 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

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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 @ \$17,000.

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).

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- + 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

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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)

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- 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.