

TO: ALA Executive Board
Budget Analysis and Review Committee (BARC)

DATE: October 8, 2008

ACTION REQUESTED:

Approval of the *Final FY 2009 Total ALA Budget*

ACTION REQUESTED BY:

Gregory L. Calloway, AED, Finance
Sandra Lee, Director, Planning & Budgeting

BACKGROUND/OVERVIEW:

At the Annual Conference meeting in Anaheim, CA, the ALA Executive Board and Council received and approved the total ALA annual estimate of income for the fiscal year 2009. The approved budget included Preliminary revenue estimates for all funds. At this fall meeting, budgets for the divisions, grants and awards and long-term investment funds are presented for **final** approval.

Since the Annual Conference, some of the adjustments include:

- Revised Midwinter and Annual Conference revenue targets.
- Reduced 3% expense budget for all General Fund units except Conference Services and Publishing.
- Modified Divisions budget based upon recommendations by their respective boards.
- Incorporated approved grants received after the Annual Conference.
- Establishment of ALTAFF division (Approved October 6, 2008 special election).
- Adjusted Long-term investment balances based on July 31, 2008 results.

DRAFT OF MOTION:

The motion for the Executive Board's consideration will be presented by the Finance & Audit Committee report to the Board on Saturday, October 25, 2008:

BARC recommends to the Executive Board approval of the Final FY 2009 General Fund Budgetary Ceiling of \$30,064,112 including a \$1,770,556 net asset transfer to offset the Plant Fund net operating expenses.

BARC recommends to the Executive Board approval of the Final FY 2009 Divisions Budgetary Ceiling of \$25,159,147. BARC recommends to the Executive Board the addition of 3.77 FTEs to Divisions in FY 2009, .4 FTE for ACRL, 1.0 FTE for AASL, 1.0 FTE for YALSA, and 1.37 FTE for ALTAFF.

BARC recommends to the Executive Board approval of the Final FY 2009 Round Tables Budgetary Ceiling of \$1,110,275.

BARC recommends to the Executive Board approval of the transfer from Round Table operating fund balance to Long Term Investments of \$49,999 for EMIERT.

BARC recommends to the Executive Board approval of the Final FY 2009 Grants and Awards (Restricted Fund) Budgetary Ceiling of \$12,255,773.

BARC recommends to the Executive Board approval of the Final FY 2009 Long Term Investment Fund (Endowment Fund) Budgetary Ceiling of \$824,876 including \$157,766 capital gain to be allocated for funding the ALA Spectrum Initiative and a transfer of \$211,542 interest and dividends from the Endowment Fund to the General Fund in accordance with Policy 8.5.1.

BARC recommends to the Executive Board approval of the transfers from Division operating fund balances to Long Term Investments of \$324,000; ACRL \$100,000, AASL \$50,000, RUSA \$50,000, LITA \$50,000, ALSC \$49,000, and YALSA \$25,000.

BARC recommends to the Executive Board approval of the Final FY 2009 total ALA Capital Budget of \$1,635,535.

BARC recommends to the Executive Board approval of the Final FY 2009 General Fund Small Division allocation of \$135,720 - \$40,362 for ASCLA and \$95,358 for ALTAFF based on FY 2008 budget figures for ALTAFF.

BARC recommends to the Executive Board approval of a 2.5% compensation adjustment to base salary and a .5% individual incentive with a fiscal year impact of \$445,000 in FY 2009.

BARC recommends to the Executive Board approval of the Final FY 2009 Total ALA Budgetary Ceiling as follows:

General Fund	\$ 30,064,112
Division Fund	25,159,147
Round Tables	1,110,275
Grants & Awards	12,255,773
Long Term Investment	<u>824,876</u>
TOTAL	\$ 69,414,183

Following is a recap of budget modifications highlighted by fund.

GENERAL FUND

The FY 2009 General Fund revenue (annual estimate of income) budget of \$30,064,112 is \$419,531 under the Annual Conference presentation mainly due to the \$467,500 revenue reduction of Midwinter and Annual Conference Exhibits and Registration. The budget represents a 6.5% increase over the FY 2008 Actual due to increased Publishing revenues of \$1,073,500 and Conference revenues of \$580,557. Quarterly projections will be provided throughout the year for revenues and expenses. Plans for monitoring the budget include monitoring conference revenue, Publishing and dues income while continuing to maximize interest income. Due to the Conference Services revenue adjustments, the FY 2009 General Fund expense budget was adjusted down accordingly mainly by reducing all General Fund Unit expenses by 3%. The Publishing and Conference (Midwinter and Annual) net revenue is budgeted at \$1,005,166 and \$1,516,137, respectively, which in addition to net dues income of \$5,904,258, represents the primary funding to support ALA operation and programs.

The General Fund expense budget is \$30,064,112. Approved budget items include: compensation adjustment of \$445,000 (a 2.5% merit base increase and a .5% individual incentive), depreciation on new equipment, indirect cost rate of 23.9% and overhead adjustments related to approved grants. Additionally, in this fall version, there is a 3% or \$471,511 expense budget reduction for all General Fund units except Conference Services and Publishing. [Note: payroll and related expenses represent 51.7% of total expenses at \$15,539,641. Travel and related expenses represent 4.5% at \$1,361,446.]

Areas to monitor this year include the level of advertising sales and on line sales income, in addition, exhibitor and member attendance at the Denver & Chicago conferences.

DIVISION FUND

Total division revenues are budgeted to reach \$14,317,526, which is \$478,440 increase from the preliminary budget approved by Council of \$13,839,086. Several divisions made revenue adjustments. ACRL increased revenues by \$25,000; LLAMA increased revenues by \$33,000; ALTAFF increased revenues by \$385,000 (mainly revenues from Friends membership dues of \$109,000, Friends corporate Sponsorship of \$126,000, Friends Products & Services of \$118,000, and Friends events of \$31,000); and LITA increased revenues by \$36,000.

Based upon the total division FY 2008 budgeted ending net asset balance of \$10,841,621 coupled with the FY 2009 budgeted revenues of \$14,317,526, the total division budgetary ceiling for Executive Board action is \$25,159,147. Division expenses are budgeted to reach \$16,418,548 including \$1,468,946 in overhead and \$86,143 in taxes. Several divisions made expense adjustments to the budget with a total of \$816,000 increase since Annual Conference. PLA increased expenses by \$16,000; ACRL increased expenses by \$258,000 in relation to Web Operating Expenses (web hosting fees, setting up web site and digitizing the back files for College & Research Libraries, C&RL News and Rare Books & Manuscripts); AASL increased expenses by \$65,000; LLAMA increased expenses by \$40,000; ALTAFF increased expenses by \$395,000 (mainly expenses related to salary, Friends product & services, and Friends events); and LITA increased expenses by \$38,000.

Divisions in total budgeted to decrease their net asset balance by \$2,101,022 and transfer \$324,000 into the long-term investment account for a total \$2,425,022 decrease in the operating net asset balance. The net asset draw down is primarily a result of PLA and AASL upfront costs for their national conferences in FY 2010.

Transfers to the long-term investment account include: ACRL \$100,000, AASL \$50,000, RUSA \$50,000, LITA \$50,000, ALSC \$49,000 and YALSA \$25,000.

Small division support totals \$135,720. Small division transfers consist of the following: ASCLA will receive \$40,362 and is expected to end the year with \$59,586 in net assets; and ALTAFF will receive \$95,358 and is expected to end the year with \$9,670 in net assets excluding FOLUSA net assets balance.

ROUND TABLE FUND

Total revenues are budgeted at \$380,144. Preliminarily, all round tables appear to have positive net assets ending FY 2008 except FAFLRT. Round Table net assets are budgeted to end FY 2009 at \$700,817. The final budgetary ceiling for approval is \$1,110,275, which includes, in addition to the FY 2009 revenue estimate of \$380,144, the FY 2008 budgeted net assets of \$730,131.

PLANT FUND

The Plant Fund budget includes the Headquarter, Washington Office, and CHOICE office building expenses. The Plant Fund Expenses are budgeted at \$1,985,415 and it includes the Headquarter building expenses of \$1,303,913 which includes Building & Maintenance Unit of \$863,456; the Washington office building expenses of \$466,643; and the CHOICE office building expense of \$214,859. The General Fund will transfer a total of \$1,770,556 to offset the Plant Fund operating expenses related to Headquarter and Washington Office buildings. The CHOICE operating Fund will transfer a total of \$214,859 to offset the Plant Fund operating expenses related to the CHOICE Office building.

GRANTS and AWARDS

The final Grants and Awards fund provides \$12,255,773 in funding from government and non-government sponsored programs. New and changed grants approved since the Annual Conference budget presentation totaled \$1,407,445 with related overhead of \$119,893. Details are listed as below:

<u>Projects</u>	<u>Inc. (Dec.) Grant Amount</u>	<u>Inc. (Dec.) Overhead</u>
New Grants:		
Unit 108 - SORO-National Privacy Conversation	301,109	30,109
Unit 113 - Carnegie/New York Times I Love My Librarian Award	109,686	14,307
Unit 405 - Dollar General	547,753	33,200

Unit 303 - Carnegie - Public Outreach of Libraries 6-2010	146,595	11,295
Unit 150 - Byrne Discretionary Grant	447,174	44,718
Changed Grants:		
Unit 115-1035 Nextbook Small Exhibits	(216,078)	(22,598)
Unit 115-0985 NEA/Cultural Program for Adults in Pub Lib	1,151	151
Unit 115-1034 Fetzer LTAl:Love & Forgiveness	64,800	11,272
Unit 115-1013 Pride & Passion	(100,000)	(19,290)
Unit 115-0983 NEH-PA for Pub Lib-PA ORC	44,093	8,393
Unit 115-0984 NASA/Space Telescope Traveling Exh.	58,162	8,336
Unit 413-Friends of ALSC	<u>3,000</u>	<u>0</u>
Total	<u>\$1,407,445</u>	<u>\$119,893</u>

The Grants and Awards budget also includes funding related to the Campaign for America's Libraries (\$300,000, of which \$169,650 will be funded from the Library Champions and \$130,350 from outside funding).

LONG-TERM INVESTMENT FUND

FY 2009 capital gains are budgeted to grow 4% and interest and dividends at 3% for a total return of 7%, yielding an estimated \$1,852,624 in total return. Spectrum interest and dividends are budgeted to yield \$118,324. In order to support both scholarships and other expenses, a total of \$157,766 in capital gains will be used to fund total Spectrum expenses of \$230,497. Spectrum expenses included \$150,000 scholarships for 30 (FY 2009) scholars, \$45,000 institute expenses for 30 (FY 2008) scholars, and \$35,497 bank service fees. Interest transfer to the General Fund is budgeted at \$211,542.

CAPITAL BUDGET

Capital expenditures for FY 2008 are budgeted at \$1,635,535 as compared to \$2,569,275 in the FY 2008 budget. Expenditures related to the association management system, include the \$605,000 of software and \$218,500 related hardware costs representing year twelve of implementation. In addition, the capital budget includes \$62,200 computer related, \$90,195 furniture and equipment; \$275,000 on-line software development for divisions, \$27,350 computer related for divisions, \$30,490 furniture and equipment for divisions, and \$226,800 other building related investments. A \$100,000 capital contingency budget has been allocated in FY 2009.

**American Library Association
FY 2009 Total ALA Budget
Inventory of Documents**

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	ESTIMATED PURCHASE PRICE (RECOMMENDED)	RECOMMENDED FY 2009 DEPR. EXP. 1/2 YR.
TOTAL CAPITAL REQUEST-GENERAL FUND	1,075,895	118,403
TOTAL CAPITAL REQUEST-DIVISION	332,840	34,807
TOTAL CAPITAL REQUEST-PLANT FUND	226,800	11,340
GRAND TOTAL	1,635,535	164,550
TOTAL CAPITAL REQUEST-GENERAL FUND & PLANT FUND (EXCL. DIV. FUND)	1,302,695	129,743

