

**ALA-APA Budget Analysis and Review Committee
ALA-APA Finance & Audit Committee
Report to the Executive Board
2013 Fall Meeting**

The ALA-APA Budget Analysis and Review Committee met in Chicago on October 18th and ALA-APA Finance & Audit Committee met in Chicago on October 24th to discuss the results and future plans for the APA. Note that all of the actions listed in this report were first approved by ALA-APA BARC and forwarded to ALA-APAF&A.

Budget Review - FY 2013 Year End Financials: 3rd Close - APABD#3.1

BARC met on October 18th and F&A met on October 24th to discuss and review the APA's 3rd close financial results for the fiscal year ending 8-31-13. Lorelle Swader was happy to report that the ALA-APA had positive net revenue for the fourth consecutive year at \$16,289. This compares to \$53,423 last year. Total revenues for the year were \$137,737 consisting primarily of Library Worklife subscriptions (\$94,952), and Certification (\$27,386). Note that this year's revenue results were less than budget by \$59,557 as a result of lower than expected revenue from Certification, the Networking Reception and general donations.

Total expenses for the year were \$123,778 primarily in Payroll and general operating expenses. Note that general operating expenses include interest expenses of \$6,300. In addition to the interest payment, a principal payment of \$25,000 was also made at year end due to the availability of sufficient cash in the APA operating account. As a result, the outstanding loan is now \$170,000. Also note that while expenses for the year were higher than last year, they were under budget by \$57,227 (-31.6%) as management made adjustments during the year to better match expected revenues.

As stated earlier the result was positive year-end net revenue of \$16,289. Because of the positive net revenue the ALA-APA's negative net asset balance improved from (\$143,649) to (\$129,690).

APA Director's Report - APABD#12.1

Certified Public Library Administration (CPLA) – It was reported that the CPLA program currently has 115 active candidates and 73 graduates out of a total of 230 enrollees. At this point in time the program is being hurt by the fact that there is only one program provider – University of Illinois at Champaign Urbana. Students currently in the program are being slowed down as they can only progress as needed classes are provided. The University of Illinois offers nine different classes (all on-line), but only 1x per year. The relationship with the University of Illinois is a very good one and efforts are currently underway to further strengthen the relationship with other program enhancements. It was noted that although the number of participants entering the program has slowed down, the impact of those participating is high. This situation was further impacted by the news earlier this year that PLA had notified the ALA-APA that they were suspending their development of new course content and other course offerings to existing CPLA courses. PLA has indicated that this action will be reversed once it has been determined that the program can be financially sustainable. Despite the decision the PLA and the APA are working together in an effort to promote the APA in the upcoming PLA national conference. The APA will have a tabletop exhibit at the conference. This will be one of the first of its kind for the APA and should provide it with an excellent opportunity for additional exposure. The PLA is also offering support to the APA by offering CPLA graduates who attend its national conference the opportunity to earn 13.5 hours credits toward recertification.

It was pointed out by some members of public institution on the committee that the CPLA certificate is not registering with the decision makers in the public library world e.g. state/local funding officials and library boards. Marketing the program or the lack thereof - no marketing in the last two years - was highlighted as an issue which should begin to be addressed in the FY14 budget.

Library Support Staff Certification (LSSC) – The LSSC program has 374 active candidates and 65 graduates out of a total of 439 enrollees. This

program is doing fairly well. It was noted that it currently takes about two years to complete the program. This is helped by the fact that there are approximately 15-20 providers.

ALA-APA Salary Survey: Librarian – Public and Academic - online version went live in late July. Normally published in even numbered years the 2014 edition was scheduled for release this fiscal year but was delayed. The Non-MLS version, which was last published in 2007, will be combined with results of the MLS version and will highlight all positions by type of library and rotate between public, schools and academic every third year. As these publications were produced in partnership with the Office of Research and Statistics, the project has been put on hold due to budgetary constraints.

Council on Library/Media Technicians (COLT) – Due to waning participation over the last five years COLT has become inactive. According to their by-laws any remaining funds would be donated to ALA. They have decided to split their remaining funds between the APA and the Library Support Staff Interests Round Table. The donation to the APA was \$2,708.70.

Pay Bibliography – The salaries and Status of Library Workers (SSLW) committee has updated the Pay Equity Bibliography. Initially created in 2003, the updated version is an easy to use resource aimed at helping librarians and library workers better understand their worth and better position them to advocate for better pay. There are extensive resources on pay equity with a focus on pay in libraries. Also addressed are related issues on certification, faculty status, gender equity, unions and worker competencies, salary negotiation, pay equity legislation and various economic factors. Efforts will be made in the near future of provide this resource to a wider audience via various related websites.

FY 2014 Proposed Final Budget - APABD#3.2

Lorelle Swader presented the FY 2014 budget. Revenues are projected to be at \$176,096 with *Library Worklife* subscriptions revenues of \$98,533 accounting for 56.0% of the total budgeted revenues, which compares to 48.2% last year. An additional \$32,434 is budgeted to come from the Salary Survey Sales (18.4%) and Certification at \$29,640 (16.8%). Expenses are budgeted at \$160,045 primarily for Operating expenses of \$71,762 (44.8%)

primarily related to publishing activities in Library Worklife (\$32,280) and Payroll \$62,675 (39.2%). The result is budgeted net revenues of \$16,051. It should be noted that this budget also includes the interest payment on the loan of \$5,355. The following action was taken:

ALA-APA Finance & Audit Committee concurs with ALA-APA BARC and recommends to the APA Board of Directors approval of the FY 2014 final budgetary ceiling of \$323,916.

Acknowledgement

The ALA-APA F&A would like to thank Lorelle Swader and extend our gratitude and thanks for her commitment and willingness to ensure the continued viability and growth of the ALA-APA. We would also like to thank the ALA Finance and Accounting staff: Greg Calloway, Keith Brown, Elaine Klimek, for all their help preparing the year-end close information, answering our questions and concerns.

Respectfully submitted,

F&A

Mario Gonzalez – Treasurer
Rob Banks
Michael Porter
James Neal
Patricia Wand - BARC Chair

BARC

Patricia Wand, Chair
James Neal – Via Conference Call
John Moorman
Christine Hage
Jo Ann Pinder
Anne Martin
Janice Welburn - Absent
Winston Tabb
Mario Gonzalez - Treasurer