alsc budget

let’s talk about money!

Christopher A. Biss-Brown
ALSC Budget Chair, 2022-2024
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agenda of discussion

1. Overview of finances at ALSC
2. Fiscal year and budget cycle
3. What money is available to what people?
   a. Forms!
   b. Budgeted Funds vs. Friends of ALSC (FoA) Funds
4. ALSC Budget Meetings
Imagine that ALA is like a building co-op.

ala funding: a simile
In this scenario, all of the owners in the building are the divisions. Each division owns a unit within the co-op, but the building is the property of ALA.

ala funding: a simile
The first floor of the Co-op is retail space owned by ALA and staffed by all of the divisions.
In the retail space, ALSC is tasked with selling award seals.

We also sell eCourses for professional development.
ala funding: a simile

- The awards belong to ALA, but are administered by ALSC.
- ALSC earns revenue because we work to promote and protect the brands.
  - Budget Committee monitors book sales
  - Diligence and commitment of our Award Committees
  - The Morris Seminar, training library workers to effectively evaluate children’s media
Chris, I need some cash.
**Fiscal Year (FY) & Budget Cycle**

**September - December**
Fiscal year (FY) begins on September 1. ALSC Staff begin the next FY budget based on existing data.

**January - February**
Budget Committee meets to review ALSC Board priorities. Preliminary budget for next FY is proposed.

**March - May**
ALSC Executive Director presents proposed ALSC budget to BARC*. Committee year end reports due.

**June - July**
Budget Chair presents the proposed budget to the ALSC Board. ALSC Board votes to approve.

**July - August**
ALSC Executive Director presents the proposed budget to BARC* as the FY comes to a close.

* - BARC is ALA's Budget Analysis and Review Committee.
Chris, I said I need some cash.
Request for Committee Budget Reimbursement form
ALSC Website → Committees → Forms
Submit during current Fiscal year. Reimbursement may take up to sixty days.
Original Receipts are required for all expenditures!
Chris, I need a lot of cash.
ALSC Additional Funding Request

Request for Additional Committee Operations Fund form
ALSC Website → Committees → Forms (Page 3 of Document)

Chairs must provide detailed reasons for the request for additional operational funds.

The budget request approval process takes sixty days. If approved by the Budget Committee, the money will be available for committee use within a few weeks of approval.
Chris, I need A LOT of cash.
Priority Group Consultant
Over $500

Task Force Chair
Over $500

Committee Chair (Process or Media Evaluation)
Over $500

Discussion Group
Over $500

Board Action Request Form
ALSC Website → Committees → Forms

Chairs must provide detailed reasons for the request for additional operational funds.

Budget Requests are approved on a FY cycle. If approved by the ALSC Board, the money will be available for committee use beginning September 1 of the next fiscal year.
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ALSC Budget Committee understands that our forms are confusing.

- A Budget subcommittee is working diligently to transform three forms into one!
- Obligatory shoutout to Fiscal Officer Robbin Friedman, the originator of this project!
- A simplified form should be in place by the next FY.

Until then, if you have questions about the forms, please don’t hesitate to ask: BissBrownC@FreeLibrary.org
Funding Sources

ALSC’s Operating Budget (OB)

- Reimbursement Funds are already budgeted!
  - Reimbursements should happen before July 31 of the current FY
- Additional Funding Requests may be funded from the OB or FoA.
- Special Funding Requests may be funded from the OB or FoA.

Friends of ALSC (FoA)

- It can support special projects that affect our membership and the profession.
- Can be used to offset Funding Requests
- Not part of ALSC’s operating budget.
Friends of ALSC (FoA)

- FoA is a restricted fund
  - This means that it is for use by ALSC. The money can only be used by our division.
- The Fund is used for a variety of purposes:
  - $5K donation to REFORMA’s Children in Crisis Fund (2016)
  - Scholarship funding for ALSC Institute (2017, 2018, 2019)
  - *Babies Need Words Every Day* poster project (2015)
- Chris’ awkward plug to donate to FoA
- Visit the FoA page to learn more!
Budget Committee Meetings

- The Budget Committee meets twice during ALA Annual and twice during LibLearnX.
- Budget Committee meetings are open to all members.
  - Please come and learn!
  - Consider serving on Budget to learn more about ALSC.
    - Professional development opportunity!

Questions?

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