

YALSA Board of Directors Meeting
Via Conference Call
March 8, 2013

Topic: FY14 Budget Development Update

Background: The Executive Director turned in a draft budget to ALA in February. Some information is provided below about factors likely to impact YALSA finances in FY14 as well as an overview of the budget building process.

Action Required: Discussion

Factors Impacting YALSA Finances in FY14

Administration: Per ALA, there is no budgeted salary increase for FY14. Benefits are calculated at 32.5% of salary (as opposed to 30% in FY13 & 28% in FY12)

Membership: For the 2013 ballot, YALSA is putting to a vote to members the option to establish sections in YALSA. If this passes, a new YA Literature Section will be established w/ a \$5 fee for joining. ALA is considering a new structure for calculating dues. An increase, if implemented, could impact YALSA.

JRLYA & YALS: At the 2013 Midwinter Meeting, YALSA's Board directed the Executive Director to seek out a more robust online platform for periodicals. The cost of that is not yet known, but it will likely impact the FY14 budget.

Symposium: Some expenses for the next symposium will be incurred in FY14; however, the bulk of expenses and revenues will be realized in FY15.

ALA Annual Conference in Las Vegas: Attendance at ticketed events is estimated based on 2012 registration in Anaheim. Anecdotal evidence suggests that attendance in Las Vegas may be smaller than in other venues.

Seals: In late FY13 YALSA will move its seal production & distribution to a new vendor. How this will impact sales is not yet known.

Endowments: Per ALA, there will be no opportunity to transfer funds from operating budgets into endowments in FY14.

Overhead to ALA: For FY14 overhead will be calculated at 24.2% (as opposed to 25.5% in FY13).

YALSA: BUDGET OVERVIEW	
KEY FUNCTIONS:	The mission of YALSA is to expand and strengthen library services for teens, aged 12-18. Through its member-driven advocacy, research, and professional development initiatives, YALSA builds the capacity of libraries and librarians to engage, serve and empower teens.
KEY ENVIRONMENTAL ASSUMPTIONS:	<p>1- The ongoing financial difficulties experienced by libraries has made it difficult for many members to afford travel to conferences, and also continues to negatively impact dues, continuing education, product sales and corporate sponsorships.</p> <p>2- The US population continues to grow increasingly diverse and as 2010 Census information becomes increasingly available, federal initiatives and funding may be redirected to address demographic shifts</p> <p>3- New federal legislation on education could impact libraries and schools.</p> <p>4- the amount of available federal grant monies will be strained, as competition for them increases and the funds available could shrink if Congress makes further cuts</p> <p>5-Libraries nationwide will continue to face budget cuts, which will impact staffing, collections, etc.</p>
POSITIVE/NEGATIVE TRENDS (INTERNAL):	<p>1-YALSA membership will likely remain flat.</p> <p>2- Revenues from the Printz, Morris & Odyssey seals may gradually increase as the number of titles increases & as awareness of the awards continues to grow; however, this is uncertain due in large part to switching to a new vendor & distributor for seals.</p> <p>3- Divisions will continue to explore outsourcing as ALA support units devote the majority of staff and resources to ALA activities</p> <p>4- Ad sales for YALSA's award-winning quarterly journal, <i>YALS</i>, will see a slow recovery, if any; therefore exploring ad sales in an online environment is important.</p> <p>5- Fees and charges from ALA will continue to mount up, including MACS registration fees and fees for things like administering CEU credits.</p> <p>6 - Internal competition will continue unchecked.</p> <p>7- The bulk of grant and sponsorship monies will continue to flow to the type of library divisions.</p>

YALSA Board of Directors – Mar. 8, 2013
Topic: FY14 Budget Development Update

MAJOR MULTIYEAR UNIT GOALS	1 - Teen and young adult library services within all libraries are highly valued as a result of YALSA's advocacy and activism efforts.			
(taken from YALSA's Strategic Plan)	2- YALSA is the recognized source for access to targeted research and best practices relating to teen and young adult library services.			
	3- YALSA members and those in the library community who work for and with teens and young adults have the knowledge and skills they need to effectively serve them.			
	4- YALSA is a stronger organization because of increased member engagement in the mission and work of the organization, and because more individuals in the library community see the value of membership and make a commitment to join YALSA.			
	5- YALSA has the resources it needs to fully support and fund projects relating directly to its mission and strategic plan.			
FY14 UNIT PLAN CHANGES	In FY13 YALSA is exploring a new online platform for its periodical publications as well as seeking a new ad rep. YALSA will also be switching suppliers for its award seal production and distribution. There is an item on the 2013 ballot to allow for the establishment of sections in YALSA. If it passes, YALSA will add a YA Literature Section membership option for a \$5 additional fee. These changes will have a direct impact on FY14. FY14 will not be a year when YALSA sees revenues for its biennial symposium; however, some expenses will likely be incurred.			
MAJOR FY14 PROJECTS	Key Action Area	ALA 2015	Unit Goal	Org Goal
1- Move periodicals to an online platform	education & lifelong learning	building the profession, transforming libraries	# 2, 3, 4, 5	#1, 2, 3
2-Continue to create, market and sell curriculum kits for trainers to use	advocacy, education & lifelong learning	building the profession	# 1, 3	#2
3-Work with partners such as ALA's Office for Research to implement a research project based on YALSA's updated research agenda	advocacy, education & lifelong learning	advocacy	# 1, 2	#1

YALSA Board of Directors – Mar. 8, 2013
Topic: FY14 Budget Development Update

4-Expand support for member engagement and virtual committee work	organizational excellence	member engagement, organizational excellence	#5	#4, 5
5-Build finances for future projects through campaign to increase Leadership Endowment and planned giving	organizational excellence	building the profession, organizational excellence	# 5	#2, 5
6-Implement member recruitment and retention efforts	diversity	education, building the profession	# 4, 5	#4
SIGNIFICANT ADDITIONAL INFORMATION:	YALSA is considering applying for a Laura Bush grant from IMLS. If approved, the grant will begin implementation in FY14. ALA, including YALSA, has been invited to apply for a 4th round of funding from the Dollar General Literacy Foundation. If accepted, the funds will be available for FY14. In 2014 YALSA will hold its 8th Teen Tech Week and 17th Teen Read Week.			

Steps in the Budget Building Process

Step	Details	When	Who
Agree on goals	<ul style="list-style-type: none"> • Prioritize program delivery goals • Set organizational financial goals • Clarify annual goals from strategic plan 	January	Bo ard
Understand current financial status	<ul style="list-style-type: none"> • Review current year income and expense compared to budget • Forecast to the end of the year • Analyze and understand any variances 	January	Board
Develop & submit draft budget	<ul style="list-style-type: none"> • Determine costs (expenses) to reach program goals • Determine costs to reach organizational and strategic goals • Project income based on current fundraising and revenue activities • Project new income based on new activities 	January/Feb.	Executive Director, with support from Fiscal Officer
Internal review of draft budget	<ul style="list-style-type: none"> • Division directors will present their budget to ALA senior management 	March 12 – 22	Executive Director

YALSA Board of Directors – Mar. 8, 2013
Topic: FY14 Budget Development Update

	<ul style="list-style-type: none"> ALA’s Budget Analysis & Review Committee (BARC) meets to review proposed budgets and hear presentations from Division directors 	April 25 - 26	
Review and refine draft budget	<ul style="list-style-type: none"> Verify that the draft meets program and organization goals Review and discuss all assumptions Make adjustments, based on goals and capacity, to match income and expenses Review final draft for all goals and objectives Incorporate feedback from ALA senior management & BARC 	April/May	Executive Director, with input from Board
Review & approve final budget	<ul style="list-style-type: none"> Executive Director and Fiscal Officer present to the board for their consideration. This is the last opportunity to make adjustments to the budget. 	June	Board
Implement budget	<ul style="list-style-type: none"> Assign management responsibilities Incorporate into accounting system 	September through August	Executive Director
Monitor budget	<ul style="list-style-type: none"> Monitor and respond to changes as needed 	September through August	Executive Director, with support from Fiscal Officer and Board