

Report of the BLFC Budgetary Advisory Committee, 2001-2002

Members:

2000-02

Mark Day
Anne Haynes (co-Chair)
Perry Willett

2001-03

Gary Charbonneau
Marian Shaaban (co-Chair)
Mary Wallace Davidson

CWA Representative, Christopher Walker
PA Representative, Vern Wilkins
Ex-Officio, Kathy McCarnes, Library Fiscal Officer

Charge (2001-02):

1. Serve as an advisory body to the Ruth Lilly University Dean of University Libraries on budgetary matters.
2. Review the annual budget for the IUB Libraries.
3. Analyze cost factors related to areas of IUB Libraries activities.
4. Recommend priorities of action in the event of mandated budget reversions or reductions, or significant increases of budget allocation.
5. Serve as the consultative committee to the Ruth Lilly University Dean of University Libraries for annual library faculty salary budget allocation.
6. Work closely with the Fiscal Officer to establish the content and define the elements for an annual budget report.

Committee Activities:

The Committee met several times and acted on the parts of our charge which were appropriate for action this year, as follows:

-- We reviewed drafts of the annual budget, as drafted by Doug McKinney, and made suggestions for revisions. Doug was grateful to us for our comments and suggestions. Anne attended the budget conference with Dean Thorin and Kathy McCarnes on January 22. This is the annual conference between the Dean and IU administrators, at which the Libraries' budget request is presented and discussed, and it is traditional for the chair of this committee to attend with the Dean.

-- The Committee made recommendations to Kathy McCarnes on the merit salary distribution for library faculty, as follows: The Budgetary Advisory

Committee seeks a distribution of the merit portion of librarian salaries which: 1) distributes any cost of living increase to the entire population, 2) distributes all available merit dollars to the population eligible for merit increases, 3) recognizes that the level II merit designation meets the standards for rank and deserves a merit increase beyond the cost of living increase, and 4) allocates a separate distribution to each of the four levels (I, II, III, IV).

Anticipating a lean budget year, we recommend specifically for 2002-2003 salaries that the average increase for librarians at Level II be at least 3%. Any money left over should be allocated to levels III and IV. The merit increase for Level III should be at least \$500, and the additional increase for Level IV's should be twice the increase for Level III's.

In relation to librarian salaries, the chairs brought up one item from the BLFC meeting of December 5, 2001, which we wanted the rest of the committee to be aware of. Here is the segment from the minutes of that meeting: "4. *Salary Increase Allocations Explanation*: A question came to BLFC concerning half-merit raises. These are reflected in the "Salary Increase Allocations for 2001-02" chart

(<http://www.indiana.edu/~libblfc/20012002/salarydist/salaryincreaseallocations01-02.html>) now mounted on the BLFC web site. Dean Thorin had informed the BLFC at the July meeting that she had given two half-merit raises, but this information was inadvertently omitted from the minutes of that meeting." The Committee noted that once the Peer Committee's and administrators' recommendations on librarian salaries have been made, the final decision in each case is made by the Dean.

-- We discussed item #3 in our charge, and agreed that the Budgetary Advisory Committee has not actually analyzed such cost factors in a number of years. This year we were not asked to do this either. Last year's committee had recommended that this clause be added to the end of the sentence: "as needed." We agree that "as needed" should be added.

We thank the committee members for their work this year.