

Report of the BLFC Budgetary Advisory Committee, 2002-2003

Members:

2001-03

Gary Charbonneau (chair)
Mary Wallace Davidson

2002-04

Diane Dallis
Frank Quinn
Wen-ling Liu

BLFC liaison: Bob Noel
CWA representative: Christopher Walker
Ex officio: Kathy McCarnes, Library Fiscal Officer

Charge:

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, as needed.
4. Recommend priorities of action in the event of mandated budget reversions or reductions, or significant increases of budget allocations.
5. Serve as the consultative committee to the Ruth Lilly University Dean of University Libraries for annual library faculty salary budget allocation.
6. Review the budget for ALF operations, including ALF staffing, noting how the positions have been funded (i.e., temporary positions funded, positions moved, lost, hourly fund reassigned, etc.)
7. Investigate campus guidelines on what budgets can and cannot be spent for, e.g. refreshments, etc.

Committee activities:

The committee met as a group in January for the purpose of charge 2 (reviewing the annual budget). Along with Dean Thorin and Fiscal Officer McCarnes, the chair of the committee attended the annual budget conference with IU administrators on Jan. 21. The committee also met twice in May in fulfillment of charge 5 (serving as a consultative committee for annual library faculty salary budget allocation).

With regard to charges 1, 3, and 4, no activity on the part of the committee was required this year. With regard to charge 6 (reviewing the budget for ALF operations), activity on the part of the committee was obviated by the presentation made by Library Fiscal Officer McCarnes to the library all-staff meetings in the fall. A paper copy of the handout on ALF staffing distributed at that time, dated 11/11/02, is being conveyed to the

BLFC as part of this annual report, along with a paper copy of Appendix 2 of the libraries' "Budget Request for Fiscal Year 2003-04," a "Request for New Resources" for ALF containing a staffing model that was an expanded and updated version of the 11/11/02 document.

Charge 7, to investigate campus guidelines on what budgets can and cannot be spent for, appears somewhat open-ended. The chair of the committee was able to locate a document on the IU Financial Management Services Web site (http://www.fms.indiana.edu/fis/html_docs/dv/dv_section_a.asp) that may address whatever concern prompted the charge. According to the document,

"University funds **may not** be used:

- to pay for retirement parties, or flowers for funerals.
- for donations or contributions
- for purchases of alcoholic beverages.
- for purchases of food and refreshments (except where the activity involves students)."

Respectfully submitted,

Gary Charbonneau
Chair, BLFC Budgetary Advisory Committee
July 30, 2003