DAL LIBRARIES BUDGET OVERVIEW 2012-13

PRESENTATION TO LIBRARY COUNCIL

APRIL 17, 2012

DONNA BOURNE-TYSON, UNIVERSITY LIBRARIAN
OVERVIEW

• Budget process at Dal
• How the funds are allocated
• Reduction for 2012-13
• Changes to accounts and practices
• Questions & suggestions
BUDGET PROCESS AT DAL

BUDGET ADVISORY COMMITTEE

DISCUSSION PAPER ON THE OPERATING BUDGET PLAN FOR 2012-13

REPORT XLVII
January 2012
TO: Donna Bourne-Tyson, University Librarian, Killam Library
FROM: Ian Nason, Assistant Vice-President, Financial Services
DATE: April 11, 2012
RE: 2012-13 Budget Allocation

The Budget Advisory Committee's forty-eighth report (BAC XLVIII) has recently been released. The budget allocation calculation shown on the attached schedule has been prepared based upon the recommendations found in the BAC XLVIII report with a budget reduction of 2.2%.

To the extent that your unit has made a submission for a Strategic Initiatives allocation in 2012-13, once final decisions are made this will be communicated and are therefore not included in the attached budget allocation.

The annual budget allocation shows the total resources available as supported by operating and endowment funding. The 2012-13 total budget allocation for the University Libraries is $13,002,313 ($12,804,925 - Operating and $197,388 - Endowment), and the calculation is attached for your information.
# BUDGET PROCESS AT DAL

<table>
<thead>
<tr>
<th></th>
<th>Operating Budget</th>
<th>Endowment Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012 Budget</td>
<td>12,800,561</td>
<td>188,428</td>
<td>12,988,989</td>
</tr>
<tr>
<td>One-Time Operating Budget Adjustments in 2011-2012:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSGEU Retroactive Salary Increase 2010-11</td>
<td>(23,727)</td>
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<td>(23,727)</td>
</tr>
<tr>
<td>2012-2013 Beginning Base Budget Allocation:</td>
<td>12,776,834</td>
<td>188,428</td>
<td>12,965,262</td>
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<tr>
<td>Base Adjustments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Adjustment</td>
<td></td>
<td>8,960</td>
<td>8,960</td>
</tr>
<tr>
<td>BAC XLVIII Recommended Budget Adjustment: 2 2%</td>
<td>(156,933)</td>
<td></td>
<td>(156,933)</td>
</tr>
<tr>
<td>Salary Annualization</td>
<td>18,281</td>
<td></td>
<td>18,281</td>
</tr>
<tr>
<td>Non Salary Increase</td>
<td>14,571</td>
<td></td>
<td>14,571</td>
</tr>
<tr>
<td>Budget transfer from ITS to the Library for Help Desk</td>
<td>152,172</td>
<td></td>
<td>152,172</td>
</tr>
<tr>
<td>2012-2013 Budget Allocation:</td>
<td>12,804,925</td>
<td>197,388</td>
<td>13,002,313</td>
</tr>
</tbody>
</table>

The minimum amount that can be budgetted for Library Acquisitions in 2012-13 is: 5,643,506
BUDGET PROCESS AT DAL

Not included in Dal Libraries budget are special one-time funds:

• Strategic Initiatives funding

• Non-Space Equipment Fund ($21,000 per year, to split among Killam, Kellogg, Sexton – Dunn receives theirs through the Dean of Law)

• Renovations covered by Alterations & Renovations (A & R) Fund in Facilities Management

• Some furniture purchases expended through Facilities
HOW THE FUNDS ARE ALLOCATED

• Draft budget prepared by UL and Administrative Officer, based on last year’s budget, actual expenditures, and projected cut for 2012-13

• Budget was reviewed by Senior Management Team – current practices reviewed and potential changes suggested

• Local input from each library; revisions made accordingly

• Draft budget adjusted to meet reduction target in April memo
HOW THE FUNDS ARE ALLOCATED

• During the next year, the University Librarian, Head of Collections and Heads of Libraries will undertake a review of the allocation formula

• Considerations may include average cost of materials per discipline, number of faculty, number of students, research activity of faculty, curriculum requirements, accreditation requirements

• Questions to answer include whether the current division of resources is equitable – are all Dal students and faculty in all disciplines receiving comparable access and services?
REDUCTION FOR 2012-13

BAC Recommendation 2.2% (excluding acquisitions) = $156,933.00
REDUCTION FOR 2012-13

Reduction for 2012-13 will be achieved by:

• Small reductions to operating expenses

• Consolidated approach to IT resource allocation & IT services

• Re-thinking use of endowments

• Expanding definition of acquisitions to include collection management expenses
Prior to this year:

- Kellogg
- Killam
- Sexton
- Dunn (acquisitions funding only)
- GIS
- Archives
- IT (combined with Tech services, Circulation)
- Acquisitions
CHANGES TO ACCOUNTS AND PRACTICES

Changes for 2012-13 to reflect ‘confederation of libraries’ model:

- Kellogg
- Killam (including Circulation, excluding system-wide costs)
- Sexton
- Dunn (acquisitions funding only)
- New Office of the University Librarian (system-wide admin costs)
- Each functional head (Archives, IT, Technical Services, Collections) has a separate line for system-wide services
CHANGES TO ACCOUNTS AND PRACTICES

DALHOUSIE LIBRARIES ORGANIZATION CHART
MARCH 2012

University Librarian

Communications Officer, DPMG

Administrative Officer, DPMG

Health Sciences Librarian
(6 DFA, 1 DPMG, 13 NSGEU, 7 PT students)

Sexton Design & Technology Librarian
(3 DFA, 7 NSGEU, 6 PT students)

Head, Killam Library
(VACANT)
(10 DFA, 1 DPMG, 22.5 NSGEU, 42 PT Students)

Director, Library IT
(1 DPMG, 8 NSGEU, 12 PT Students)

Assistant University Librarian
Technical Services
(1 DFA, 14.2 NSGEU, 1 PT student)

Law Librarian
(5 DFA, 7 clerical)
Reports to Faculty of Law

University Archivist
Archives, Special Collections & GIS
(2 DFA, 7 NSGEU, 12 PT students)

Assistant University Librarian, Collections
(1 DFA, 1 NSGEU)
CHANGES TO ACCOUNTS AND PRACTICES

Changes for University Librarian’s Office (new line)

- System-wide expenses such as Admin Office
- Meeting & reception costs for all-staff events
- Travel and training not covered by individual library budgets
- Staff costs for UL and Administrative Officer
CHANGES TO ACCOUNTS AND PRACTICES

Changes for Acquisitions:

• Inclusion of collection management software & memberships

• More control and transparency for expending Endowment funds

• Head of Collections tasked with oversight of acquisitions, particularly system-wide expenditures
QUESTIONS & SUGGESTIONS