

Budgeting Process

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Budgeting

- Accounting and Analysis
- Reporting and Communication
- Spending plans

George A. Smathers Libraries FY09-10

Total Operating Revenue	\$34,354,481
Total Appropriations	\$26,101,554
Endowment	\$9,830,220
Benefited Employees	263
Other Employees	226

Topics for this session

- Participants in UF Library Budgets
 - 2009-10 Budget (Cut) Process
 - Background on Smathers Budget
 - Reports
-
- 10-11 Budget Planning and RCM

Participants in UF Library Budgets

New Dean

May 2007

New FS Director

February 2008

Budgeting

FY 08-09

“Year 1”

FY 09-10

Budget Cuts

FY 10-11

RCM

HSCCL Integration

Participants in UF Library Budgets

Participants in the process

President and Provost

University Library Committee

Deans

Library Council

UFLFA, including Budget Committee

All staff

2009-10 Budget Process

President Machen:

- Major units to prepare proposals for a 10% permanent reduction in state budget
 - University Libraries target was (\$2,278,000)
 - HSCCL target was (\$387,799)
- Units to engage faculty and staff in planning

2009-10 Budget Process

Dean Russell:

- The Libraries' objective was to minimize the adverse impact on our users to the maximum possible extent.
- Proposals were to be developed, largely, in departments and units
- This would be transparent and participative

UF TIME TABLE (2)

- April 1 Smathers' Budget to Provost
- April 16 President's Initial Budget Announced
- May 1 Legislature Adjourns; Appropriations Final
- Mid-May President's Final Budget
- Early June University Budget Approved by Board of Trustees
- July 1 2009-2010 Budget in Effect

Smathers TIME TABLE

January 15	Target number received from Provost
January 16	Chairs were notified
January 22	Administration met with UFLFA Budget Committee & Library Council – Chairs charged to develop proposals with staff involvement
February 5	Blog launched –soliciting input

Smathers TIME TABLE (cont.)

Mid-February	Departmental proposals due to deans
February 27	Initial Proposal discussed at Town Hall Meeting
March 19	Deadline for staff comments
March 23	Proposal discussed at Town Hall Meeting (2)

Smathers TIME TABLE (cont.)

- | | |
|---------|---|
| April 1 | Smathers' Budget to Provost and
Posted on Blog |
| May 20 | President's Final Budget |
| May 26 | Cuts presented at Town Hall
Meeting (3) |

PROPOSED CUTS
for FY 09 -10

MATERIALS (Goal \$751,331)

Print Monographs: \$435,981

Print Serials: \$243,287

E- Databases: \$43,898

E-Journal Packages: \$0

Other (Memberships, Supplies): \$28,165

TOTAL: \$751,331

OPERATIONS (Goal \$103,103)

Professional Dev. Travel: \$5,000

Official Business Travel: \$15,000

Office Supplies: \$20,745

Others Expenses: \$25,775

TOTAL: \$66,520

NOTE: The reduction in “Other Expenses” are from HR recruitment, central reserve for special purchases; IT parts and software licenses, and ILL international lending.

OPS (Goal \$150,000)

Library-Wide Reduction: \$150,000

Other OPS: \$71,739

TOTAL: \$221,739

NOTE: Estimated OPS surplus for 2008-2009 is \$192,800.

SALARIES (Goal \$1,274,244)

Administration: \$ 204,230

Technical Services: \$ 233,608

Support Services: \$ 123,184

All Branches: \$ 412,702

Estimated Benefits: \$ 292,117

TOTAL: \$1,265,841

PERSONNEL FTE Impact

Administration: 3.30

Technical Services: 7.00

Support Services: 3.00

All Branches: 11.75

TOTAL: 25.05

NOTE: No personnel cuts were proposed for ALF, DLC and Access Support

PERSONNEL Impact

Would recruit despite cuts

Judaica Librarian
DLC Staff Positions
Rare Books Librarian
Chemistry Librarian
Engineering Librarian

PERSONNEL FTE Impact

Would defer recruitment

SASC Chair

Library West Chair

Marston Chair

SUS Storage Facility Staff

Submitted Budget Proposal

Prioritization established by Deans:

Operational Expenses

OPS

Vacancies

HSCCL

Materials and Benefited Staff

ACTUAL CUTS

MATERIALS	\$0
OPERATIONS:	\$66,250
OPS:	\$232,978
SALARIES & BENEFITS:	\$343,068
TOTAL:	\$642,296

NOTE: Materials purchasing power lost through inflation is \$534,738.

Actual ACTUAL CUTS

MATERIALS	\$0	
OPERATIONS:	\$66,250	->\$173,942
OPS:	\$232,978	
SALARIES & BENEFITS:	\$343,068	->\$235,376
TOTAL:	\$642,296	

ACTUAL CUTS

No faculty or staff layoffs

No materials budget cuts

NO Cuts for HSCL

Observations / Recollections

- **Focus on impact on employees**
- **Emails are public records**
- **Transparency and engagement created stress**
- **Employees were relatively professional though out**
- **Transparency was uneven across colleges**

Observations / Recollections

- **Very challenging for departments to plan for cuts, which would only be possible through determining filled positions to be laid off:**

- **Identify**

- **Do not identify**

PROPOSED CUTS for FY 09 -10

Epilogue

President stopped campus cuts with \$8,000,000 gap that would be covered through other means

1. September 1, 2009

Budget recall of \$277,500

Any faculty vacancies created after September 1, the salaries will be centrally harvested

(Balance may be paid in full)

2. September 22, 2009

Retirement Enhancement Program is launched

Faculty and staff over 65 with 6 years or more of service receive a 1 year salary equivalent if they retire by June 30, 2010

Retirement Enhancement Program

The salaries will be centrally harvested

5 library employees eligible, 4 have elected to date

Libraries' lost salary funds, to date, equal \$323,639

Historical Overview

ME for Staff Employees May 2007 (1)		\$385,263
FY 07-08	4.3% Budget Reduction	(\$953,612)
ME for Staff Employees Nov. 2007 (2)		\$399,846
FY 08-09	Libraries Held Harmless	
FY 09-10	2.4% Budget Reduction	(\$642,296)
	Budget Recall	(\$277,500)
	REP	(\$323,639)

Historical Overview

**Committed or decreased funds total
\$2,381,017**

**Not including \$601,130 in
pending/potential cuts from 09-10
Budget Recall and REP**

Current

- All discretionary spending is in salaries**
- Experiencing the retirements presented in the budget proposal**
- Recruiting and placing other priority positions**

Current

- **Assessing the ability/need for vacancies as they arise**
- **Role for CF and auxiliary revenue in funding 'normal' operations to be determined**

Reporting and Communicating

- Focus on transparency
- Comprehensiveness
- Availability to all staff and other stakeholders
- Support for decision making

- Evolving and refining information availability
- Sustainable granularity

Reporting and Communicating

Monthly

Comprehensive Budget Reports

Expense Reports

Auxiliary Reports

Biweekly

OPS Reports

Ongoing Multiyear Salary Savings
Projections