

Western Illinois University Division of Academic Affairs

Consolidated Annual Report, Planning Document and Budget Request

University Libraries

Respond to the following questions in no more than fifteen pages. Attach appendices with supporting documentation where appropriate. Please be sure to prepare responses that address Western Illinois University-Macomb and Western Illinois University-Quad Cities as appropriate.

Current Year
Fiscal Year 2008

I. Accomplishments and Productivity for FY08

A. Give a brief review of the division's goals and objectives for FY08.

Vision: Inspire and educate Faculty and Students of the 21st century in their pursuit of information and their quest for knowledge

Goal 1: Advance the educational mission of the library by enhancing curricular integration of information literacy.

Goal 2: Create an Information Commons within WIU Libraries: Phase One

Goal 3: Improve the libraries' storage capacity for its existing and future print collections

Goal 4: Improve library efficiency

Goal 5: Increase technology innovation to provide the delivery of information to any WIU student, faculty, staff member anytime and anywhere, and in support of our distance education, Quad Cities and nursing programs

Goal 6: Hire, train and retain library faculty and staff

B. List the most important divisional accomplishments for FY08 and document how these accomplishments support the goals and objectives of the University, including specific Strategic Plan accomplishments

2007 Accomplishments - Overall staff made the following comments about WIU Libraries Accomplishments

- Students and faculty are coming into the library more and see the changes that have been made as positive
- There is more spontaneous faculty/student engagement
- Students are using the study rooms formerly reserved for faculty
- Students and faculty appreciate the earlier opening of the library
- While staff had misgivings about food and drink in the library, it is working out well
- Staff and our users have enjoyed our recent programs, new art work and the book sale
- Staff and our users enjoy the updated computers and furnishings
- There have been few to no complaints with library service this year

Information Systems Accomplishments

The Libraries website now meets the state's Web Accessibility Standards
The Libraries website is the most frequently WIU departmental website accessed
The Libraries now have searchable film and WIU author databases

Archives Accomplishments

Eliminated a 10 year backlog of vertical file materials
Microfilm project for Illinois newspapers is completed
15 years of the *Courier* are now bound and microfilmed
The *Macomb Eagle* is now completely microfilmed
Migrated the digital collection - 4,669 items currently held (with metadata) to Content DM
Sold out "The Little Road" and plans are in the works for a second book, "McDonough County Place Names" by Gordana Rezac. The third book will be by Bill Griffin on the Hennepin Canal.

Interlibrary Loan Accomplishments

Implemented ILLiad, an online interlibrary loan request and tracking system
78% of lending goes out to other libraries electronically
Relocated the pick up and delivery from ILL to Circulation to provide greater hours of ILL service for WIU faculty, staff and students.

Cataloging Accomplishments

Revised AV cataloging records reflecting the move of AV materials to Circulation Unit on the 2nd floor of Malpass
Revised records reflecting the discards from Curriculum Library, 1st floor storage, and the Reference Unit.
Updating of the authority record can now be done in 2 weeks rather than monthly
Cataloged 1200 books given to the Curriculum Library from the Children's Literature and Education Center

Acquisitions Accomplishments

Implemented GOBI and PromptCat to improve acquisitions and cataloging functions and efficiency
Switched binding vendors to Abel
Eliminated the standing order paper files, the last of the libraries' paper files to be moved online

Government Documents Accomplishments

Shifted the entire collection of Government documents on the fourth floor and in 1st floor storage area in Malpass
Eliminated the paper shelf list of government documents and incorporated all data into online files

Instructional Services Accomplishments

Library event scheduling once performed by multiple persons in separate areas are now conducted from a single point improving the efficiency of the scheduling process
245 course based instruction sessions were taught to support 63 individual department faculty members
Technology driven formative evaluations were established to allow online review of library instruction sessions by department faculty and students
A 300 level General Honors course addressing 21st Century Literacy was developed and approved to begin Fall 2008

Circulation Accomplishments

Eliminated materials from 1st floor storage, approximately 5,000 volumes damaged by book mold
Implemented media scheduling system on both the Macomb and Q-Cities Campus
Migrated audiovisuals from the first floor to Circulation to provide greater access to media
Experienced phenomenal growth in Electronic Reserve system, 186% increase over 2006

Computer Services Accomplishments

Moved the computer services department and worked with Facilities to construct a more efficient work area.
This move facilitated consolidation of support for the Digital Commons
Accommodated the move of the WIU Computer Store from Morgan Hall into the Libraries' Digital Commons

Curriculum Library Accomplishments

Added 750 books from the Children's Literature Examination Center of the College of Education & Human services
Purchased new furniture for staff and the public
Eliminated the paper shelflist since all information is available online.
Weeded the collection of over 1000 titles.

Music Library Accomplishments

Renovated the Music Library and purchased new computers and workstations
Weeded the LP collection
Consolidated the journal collection to provide better utilization of space

Physical Sciences Library Accomplishments

Items circulated at the reserve desk increased, as well as the usage of reserve items; the number of graduate students assisted individually increased, primarily for research and SciFinder Scholar queries; the number of patrons assisted individually in general use of library resources increased.
PSL Unit Coordinator recommended a recently retired physics faculty member (who is still active on campus) to the Dean of Libraries and the Director of Development, establishing a successful contact and a fund. To date, the Dr. Yan Lwin Physics Journal Fund (established Fall 2007) has accrued \$9,175.00.
All withdrawn PSL journals and shelving were removed from the Physical Sciences storage room in a timely manner so that the Physics department could coordinate carpentry and internet access by the start of Fall semester.

Reference Accomplishments

Reconfigured the physical Reference Desk to create more collaborative space and support Ready Reference
Extensively weeded and reorganized Reference Storage and the Reference Collection on 2nd floor.
Investigated several chat-based systems to allow an alternative/additional way to offer reference services.

Electronic Resources Accomplishments

Continued to migrate subscription print journals to electronic access.
This migration increased the availability of shelf space and increased the overall access to full text journals through our consortial relationships with the Consortium of Academic Research Libraries in Illinois known as CARLI.

WIU-QC Accomplishments

The WIU-QC Librarian has continued active involvement in the Riverfront Users' Group on the design phase.
We have finished our reorganization of our academic collection at the WIU-QC Library. It involved some selective weeding and a substantial shifting of materials.
We have spent considerable time reviewing the ever-increasing number of databases available for our patrons with particular emphasis on Business and Management, Education, RPTA, Special Education, Counseling Education and LEJA.

C. Indicate measures of productivity by which the unit's successes can be illustrated.

Service Function	Fall 2000	Fall 2007	Percent Increase/Decrease
Circulation	47,403	26,550	56% decrease
Reserves (Traditional)	1120	2658	137% increase
E-Reserves	7 courses (2006 data)	83 courses	186% increase
Gate Count	326,777	477,962	46% increase
Instructional Programs	120 (2002 data)	245	104% increase since 2002 10% decrease since 2006
Interlibrary Loan Borrowed	11,319	10,732	9.5 % decrease
Interlibrary Loan Lending	17,602	13,953	7.9% decrease
Reference Questions	10,914 (2003 data)	15,560	42% increase since 2003
Reserves	124 courses	181 courses	45% increase
Web Stats Pages viewed	2,138,156 (2002 data)	2,366,678	11% increase
Web Stats Avg Visitors/day	1,438 (2002 data)	1,875	30% increase

D. Describe how the division used any of the following categories of funds to enhance accomplishments and productivity:

1. Western Illinois University Foundation funds

\$1977.01 from Library Atrium Society was spent on Petersen Gala to promote the Grand Opening of the donated Petersen Ornithological Collection

\$455.86 from Library Atrium Society was spent on promotional giveaways to be used at Discover Western Programs, Homecoming, and other events throughout the year.

The WIU-QC Library received a gift of \$1400.00 from the Grad Center for purchase of materials for the collection.

2. Funds available due to vacant positions or dollars saved through hiring of new personnel at whatever level those funds reside

We have a one vacant civil service position, and are in the middle of our search for the Associate Dean position. Funds reside in the Libraries' Personal Services line.

3. Grants, contracts, or local funds:

The Libraries received an LSTA grant "Expanding the Entrepreneurial Role of Rural libraries" in the amount of \$37,248

The Libraries received a *Dollars for Dean* grant in the amount of \$1,000 used to create a library color brochure

4. Internal Reallocations: For reallocations over \$20,000, identify the amount, area that was reallocated from, and the priority that funds supported

Funds from savings Personal Services dollars were transferred to operations to purchase computers, printers for the computer labs, new "checkout" equipment for Digital Commons

5. Other fund sources

Brian Clark, as part of the the Faculty Summer Institute, received a faculty stipend of \$1000 from CITR. He purchased a new digital camera and plans to upgrade his laptop with the Adobe Creative Suite 3 Web Premium to support his web creations.

6. Operating Dollars

We started out FY08 with \$209,300. Off the top, \$5000 was transferred to our Development Officer's operating budget. After purchase orders were processed for our consortium affiliations (I-Share, CARLI, OCLC) and maintenance agreements for equipment, \$107,460 remained for operations of 5 library facilities. Travel, postage, telephone, commodities and equipment must all come out of this amount. We acquire and maintain over 300 computers. Supplies for Archives are costly, because of the special handling required for archival material. \$107,460 is an insufficient amount of money to maintain the libraries' five facilities and equipment (new and replacement) purchases. Thus, we rely on lapsing salaries for library operations as well.

II. Budget Enhancement Outcomes for FY08

For each budget enhancement received in FY08 complete an Accountability Report form (Attachment A). Be specific about approved productivity measures.

The Provost's Office provided the Library with a one-time allocation of \$2,500 to replace floor covering in the vending area of the Malpass Library first floor in a newly renovated area – The Digital Commons.

Budget Year Fiscal Year 2009

III. Major Objectives and Productivity Measures for FY09

- A. List the most important goals and objectives the division will pursue in FY09, and how these actions will be measured/assessed.

Goal 1: Support Student Learning

1. Assess the Libraries' instructional programs (*LibQual, and focus groups, survey data*)
2. Identify and describe library skills that transfer students with associate degrees should acquire upon matriculation, thereby facilitating the transition process for transfer students (*Documentation, data analysis of FYE, Gen Ed requirements*)
3. Enhance and support the development of technology driven physical and online learning environments to provide immersive digital learning experiences (*Documentation, financial records, needs analysis*)
 - a. Evaluate, weed and create online tutorials. (*Documentation*)
 - b. Pursue outside funding (*Financial records, documentation*)
4. Cultivate curricular innovation and instructional excellence in the Libraries' instructional programs (*Documentation, survey*)
5. Promote the integration of technology to improve the quality of library reference, course based, and for-credit instruction including virtual reference, WebCT, classroom control systems, and other Web 2.0 technologies where beneficial (*Documentation*)
6. Integrate library resources and services into the General Education program at Western Illinois University (*focus group, survey, interview*)
 - a. Purchase materials devoted to the teaching of General Education, Teaching Large Classes, and Teaching Writing (*Financial records, acquisition records, needs analysis of Gen Ed, large classes and writing classes*)
 - b. Contact all General Education faculty and offer assistance in preparing writing assignments supported by our collections (*Documentation*)
7. Create programming that speaks to WIU's social and ethnic diversity (*Content and frequency analysis of programming*)
8. Support training and instruction in the use of educational technologies to promote academic success and lifelong learning for students, faculty, and the university and surrounding community (*Course requirements survey, instruction data analysis, event count*)
9. Support instruction needs of students in dual enrollment programs with outside university partnerships where feasible and needed (*Program requirements survey, interviews, focus group*).
10. Promote the ethical and appropriate use of technology for academic and personal purposes (*Instruction content analysis, web content analysis*)
11. Collaborate with CAS to establish a help center for tutoring services in the library utilizing three CAS Graduate Students [math, social sciences and writing]. Proposed funding is coming from CAS. (*CAS grad program content analysis, student and faculty interviews*)

Goal 2: Acquire, preserve, protect and assess current and future collections of the library

1. Conduct ongoing assessment of the libraries print and electronic collections as the library migrates to an online environment (*use standardized library tools and faculty input*)
2. Obtain through purchase or consortia agreements physical or electronic access to information resources required for students to learn and faculty to teach, including online access to international resources. (*participation in consortia planning and discussions*)
3. Collect print and online resources to include materials by, for, and about racially, ethnically, and culturally diverse groups (*acquisition records*)
4. Develop and implement a comprehensive, library-wide, preservation plan (*Documentation of Plan*)
5. Clean and relocate print materials (non-archival) from the first floor storage areas (*Transform storage area*)
6. Secure funding for improved storage (Compact Storage) and air handling for Archives first floor storage (*Develop funding plan and target donors*)

Goal 3: Create usable attractive spaces to support library activities and student learning (*Secure funding and interview faculty and staff regarding space utilization*)

1. Improve library signage and room reservation
2. Acquire new artwork for the library
3. Secure funding to provide a welcoming environment for people of racially, ethnically and culturally diverse backgrounds.
4. Migrate information resources to online format to provide access anytime and anywhere
5. Create user space made available via the migration of resources to online access.
6. Develop implementation plan(s) to create instructional, staff and meeting space
7. Provide a welcoming environment for people of racially, ethnically and culturally diverse backgrounds.

Goal 4: Enhance technology innovation and implementation to provide the delivery of quality resources, services and information to any WIU student, faculty, staff member any time and anywhere in support of general education, graduate education, distance education, Quad Cities and nursing programs. (*User Feedback and system analysis*)

1. Secure permanent funding for a 4 year replacement cycle of technology
2. Utilize technology where appropriate to:
 - a) Provide multiple access points and user guides to library resources
 - b) Educate library users in the access and use of available print and electronic resources
3. Enhance information delivery using high-end copy, transmission and data management systems (e.g., ILLiad, ERes) to support WIU and our educational partners.
4. Support and enhance the digital creation and distribution of WIU scholarly communication.
5. Explore emerging technologies to support the delivery of information
6. Develop web-based databases, applications, gateways, resource guides and other technologies that integrate and provide access to library resources, services and information.
7. Support and promote the use of university supported technology such as WebCT and Zimbra, and library technology research tools such as RefWorks
8. Enhance the access and use of library collections by digitizing selected print materials (e.g., Archives/Special Collections).
9. Utilize technology to eliminate redundancies in acquiring, processing and managing print and digital information

Goal 5: Establish WIU Libraries as a regional center of library excellence (*Secure funding and feedback from community partners*)

1. Migrate regional archival and special collections into WIU's Digital Library
 - a) Identify materials of regional and university significance
 - b) Maintain and develop partnerships
 - c) Seek funding to digitize and preserve collections
2. Establish partnerships with local entities (library taxing districts, city councils, county boards) and library schools to improve network connectivity, community computing/information centers and library education.
3. Cultivate partnerships with local libraries and organizations internally and externally to the university to support the cultural and economic development of the region
4. Support instruction needs of students in dual enrollment programs with outside university partnerships where feasible and needed.
5. Create an endowed chair for rural librarianship

Goal 6: Develop and foster library faculty and staff development in order to deliver better service to our library users (*User, faculty and staff evaluation*)

1. Encourage faculty and staff to seek opportunities for research, scholarship and professional development and training as appropriate
2. Provide staff development when training is not readily provided by the university
3. Encourage the hiring, retention, and promotion of faculty members (A and B Units) and civil service employees from racially and ethnically diverse backgrounds.
4. Partner with library consortia and state/university entities to provide educational opportunities for staff.
5. Support library mentoring and the development of practica and internships
6. Acquire technologies and other resources needed for faculty and staff to perform their work and to stay current with emerging technologies. Support training and instruction in the use of educational technologies to promote academic success and lifelong learning for faculty and staff
7. Promote the integration of technology to improve the quality of library reference, course based, and for-credit instruction including virtual reference, WebCT, classroom control systems, and other Web 2.0 technologies where beneficial.
8. Promote the ethical and appropriate use of technology for academic and personal purposes.
9. Enhance and support the development of technology driven physical and online learning environments to provide immersive digital learning experiences.

Goal 7: Raise the external fundraising profile of WIU Libraries. (*Increase in number of donors and giving level*)

1. Raise \$200,000 annually
2. Develop goals for the Atrium Society
3. Create 5 named collections
4. Prove to the WIU Foundation, senior administration, and other key constituents that WIU Libraries is a viable fund-raising vehicle for the campus community.
5. Demonstrate that with a dedicated development officer that our fundraising abilities will increase significantly and that it is worth the investment. Name peer institutions with full time library development officers.
6. Create a scholarship for students pursuing an advanced degree in librarianship, specifically to encourage rural librarianship

IV. Technology Goals and Objectives

- A. List the most important technological goals and objectives the division will pursue in FY09, and how these will be measured/assessed.

Goal: Enhance technology innovation and implementation to provide the delivery of quality resources, services and information to any WIU student, faculty, staff member any time and anywhere in support of general education, graduate education, distance education, Quad Cities and nursing programs. (Assessed through user feedback)

1. Secure permanent funding for a 3 year replacement cycle of technology (**mid-term**)
 - a. Utilize technology where appropriate to: (**on-going**)
 - b. Provide multiple access points and user guides to library resources
2. Educate library users to access and use available print and electronic resources (**ongoing**)
3. Enhance information delivery using high-end copy, transmission and data management systems (e.g., ILLiad, ERes) to support WIU and our educational partners. (**on-going**)
4. Support and enhance the digital creation and distribution of WIU scholarly communication. (**long term**)

5. Explore emerging technologies to support the delivery of information **(on-going)**
6. Develop web-based databases, applications, gateways, resource guides and other technologies that integrate and provide access to library resources, services and information. **(on-going)**
7. Support and promote the use of university supported technology such as WebCT and Zimbra, and library technology research tools such as RefWorks **(on-going)**
8. Enhance the access and use of library collections by digitizing selected print materials (e.g., Archives/Special Collections). **(on-going)**
9. Utilize technology to eliminate redundancies in acquiring, processing and managing print and digital information **(on-going)**

B. Describe how these objectives build upon goals in divisional and/or institutional strategic plans.

The above mentioned goal (IV.A.) is taken directly from our divisional goals and drives our technology initiatives. It will be measured by user feedback using LibQual and our annual focus groups.

V. Internal Reallocations and Reorganizations: Western Illinois University-Macomb

A. What are planned FY09 reallocations or reorganizations, including the movement of positions, the upgrade of positions, the creation of new positions, or the reallocation of personnel or operating funds?

1. The library must **reallocate** personnel and operating dollars to create a civil service position in the Circulation Unit. The Malpass Library late evening and weekend hours have always been and are currently covered by student personnel only. This poses a serious risk to the library and the university.
2. The libraries have possibly three positions that may be audited for an **upgrade** this fiscal year to support the growing demand for library services and the role of technology to deliver our services.
3. The Libraries **request** \$40,000 to cover the Minimum Wage increase that took effect in FY08 and the planned increase for FY09. The FY08 Minimum Wage Increase had a dramatic effect on WIU Libraries, effectively a loss of \$30,684 annually. As a result of this loss the Libraries' reduced student employment across the 5 libraries, most significantly in the Circulation Unit in Malpass Library which saw a reduction from 20 to 15 students. The area most affected by our cuts has been in the Stacks Maintenance area, reducing stack maintenance hours from roughly 56 hours per week to 30 hours per week. Maintaining the timely reshelving of books, routine shelf reading and wing maintenance have been neglected as well.

Our resources to provide coverage for the hours the library is open are now stretched to the limit. We have made some changes in the evening coverage so students are not left in the library without some supervision during the week. However, there is no assistance for our students during the weekend hours before 6 pm. This causes other staff to cover by working split shifts twice a week and provides us with very little flexibility to cover for student worker absences due to illness or to train new students.

4. We plan to assess and possibly **reorganize** the Acquisitions and Cataloging Departments. With the implementation of Gobi/PromptCat (a vendor technology system that expedites the acquiring and processing of books) and the migration to electronic journals we believe it is necessary to conduct a systems analysis to determine where efficiencies can be gained and where workloads need to be revised as WIU Libraries goes digital.

5. The Libraries has **requested \$20,000** ongoing for Nursing materials and a nursing librarian. Nursing materials need to be purchased before the program begins to better recruit and support faculty and students. The libraries' budget has been static since 2003 and every new program since 2003 has been established without dollars for library materials to support these programs. For example, Forensic Sciences and the EdD in Educational Leadership were established, monies were given to the colleges to establish the programs but no new funds were given to the library to support these programs.

Without an increase in the Libraries' acquisition budget and a librarian with nursing expertise there are no funds to support the new nursing program. The current collection in the area of health sciences is insufficient to support a nursing program. Reallocation of the libraries' existing acquisition budget is not feasible as the libraries have received no new funds since 2003. The result of this static budget is similar to a cut because of the annual inflation rate affecting library materials. The average book prices have increased from \$57.42 in 2000 to \$65.42 in 2005. Books and media are still essential materials to the classroom and research as well as our electronic products that consume more and more of the libraries' budget.

B. How do these reallocations and reorganizations further Strategic Plan goals and objectives?

1. The creation of a Civil service position in the Circulation Unit is necessary for the Malpass Library security during the nights and weekend hours. At this time these hours are covered by student employees and are a security risk to the library and the university. WIU's strategic plan focuses on creating a safe environment.

WIU Strategic Plan. A beautiful, safe, and accessible campus is indispensable in the building of a common sense of place and enthusiasm for learning. We will establish a comprehensive plan to improve and expand our university facilities keeping mindful of our responsibility to environmental sustainability and campus safety.

2. Without an increase in the student wage budget we will not be able to support faculty and students in their academic excellence. We will not be able to successfully:

WIU Strategic Plan IC1 and 6A2

- achieve optimum enrollment by developing a university-wide plan for recruitment that attracts a well-qualified, high achieving, diverse student body.
- provide support services to encourage student success and increase retention and graduation rates.
- create a campus environment that supports a wide range of student interests and provides opportunities for leadership development and personal growth.
- achieve excellence in undergraduate and graduate programs.
- respond to student concerns with a culture of responsiveness.

3. We plan to assess and possibly reorganize the Acquisitions and Cataloging Departments. Through this process we may be able to reassign duties to support library operations more efficiently.

WIU Strategic Plan VIA1

- C. If you requested, but did not receive **ongoing** funds for FY08, describe how this affected your unit.

Priority One - Unit A Librarian to support Information Literacy. WIU Strategic Plan I F 14. The Libraries' instructional program requests have increased 104% since 2002. In early February 2008 we had to stop accepting requests for instructional programs from teaching faculty because there were insufficient ACEs available to meet the demand. Learning to use information resources and gain information literacy skills should be an important part of the First Year Experience and should also be integrated across the curriculum.

Priority Two - Extend library hours and Create WIU Libraries' Media and Digital Commons as a state of the art instructional teaching/learning technology center. WIU Strategic Plan VI A 2. The libraries was unable to extend hours and had to make major adjustments to coverage of the libraries because of the increase in the Minimum Wage. Last year the minimum wage increased \$1.00/hour with a net loss to the library of \$30,684 or a loss of 4,091 hours of student help. Again on July 1, 2008 the minimum wage will increase an additional \$.25 this will cause the libraries to lose an additional \$7,671 or 989 student hours at \$7.75/hr. **Thus, in a two year period the libraries will have lost 5,080 hours of student help.** At a time when students are requesting more library hours we are forced by the minimum wage increase to reduce library coverage. This not only impacts the libraries' ability to provide service but also impacts the financial support for our students who depend on student employment.

Priority Three - Collection Development funds for Educational Leadership, Film Studies and Forensic Chemistry. WIU Strategic Plan VI A 1. These programs did not receive a materials budget. Thus, any materials requested by these departments are being processed but increasing the purchasing demands by faculty within the Education collection budget.

Priority Four - WIU's Digital Library. WIU Strategic Plan VI A 1. The growth in the WIU Digital Library is being supported by external grants and gifts as well as restructuring of positions within Archives and Special Collections. One Unit B Librarian was added to the Special Collections and Archives Unit. We are finding individuals seeking internships and practica in this area as a very useful addition. We are in the process of purchasing a color scanner through reallocation of library equipment funds. The Library Faculty did receive a small LSTA grant to electronically scan regional historical society newsletters, but we have not been able to process University archives.

Priority Five - Hire a Nursing/Science Unit A Librarian and purchase supporting Nursing collection. WIU Strategic Plan VI A 1. This continues to be a priority due to the establishment of WIU's nursing program. There is no nursing or science expertise in the library nor is there a collection to support this new academic program.

Priority Six - International Documents Collection. WIU Strategic Plan VI A 1. The library has no money to purchase international documents at a time when the university is launching an international initiative. Such a Collection would provide direct support for the activities of the Center for International Studies, the new International Studies minor, as well as provide a new level of information access to courses currently offered at the University which may have an international focus but are outside of the proposed minor

D. Describe how all FY09 reallocations, permanent and temporary, will affect the unit's standard performance measures.

Reallocation and creation of a civil service position in Circulation will provide a level of security which the Malpass Library has not had before and has placed the library and the university at risk. Without new funding this internal reallocation will decrease the student budget further and negatively effect service hours and coverage.

University Libraries **requests \$40,000 of new funds.** Without new funds to cover the minimum

wage increase the library will have to readjust its student wage budget further with the net result of a loss of 4,091 hours of service, i.e. student support for shelving, opening/closing the library, and general assistance.

We plan to assess and **reorganize the Acquisitions and Cataloging** Departments. Our goal is to determine if there are economies to be gained and identify possible reassignment of staff duties within these units and throughout the libraries.

The Libraries **requests \$20,000** of permanent funds for Nursing materials. Reallocation of the libraries' existing acquisition budget is not feasible as the libraries has received no new funds since 2003. The result of this static budget is similar to a cut because of the annual inflation rate effecting library materials. The average book prices have increased from \$57.42 in 2000 to \$65.42 in 2005. Without an increase in the Libraries' acquisition budget there are no funds to support the new nursing program which will have a negative impact on the recruitment/retention of nursing faculty and students. The current collection in the area of health sciences is insufficient to support a nursing program.

E. How are you planning to find new funds?

1. Describe divisional strategies to seek additional resources (e.g., grants, Foundation)

The Library faculty and administration seek grant funds from the state library and other agencies such as the Library of Congress, National library of Medicine and the National Endowment for the Humanities as well as foundation funds.

2. Provide an explanation of how additional resources would be used to enhance divisional objectives

These funds will be used to support the acquisition of new materials, digitization of our collections, and support for our western Illinois library regional initiative.

3. Summarize long-term external funding goals which extend beyond FY09.

The Libraries participate in the University's Annual Fund and Capital Campaign. Our Development Officer is shared with the Honors College and the Center for International Studies. The libraries plan to raise \$200,000 annually to support our collections, create an Endowed professorship for Rural Librarianship, to purchase Compact Shelving, and support to digitize our collections.

F. What is the current status of the long-term funding goals established last year?

The library raised over half of its annual fund raising initiative of \$100,000.

VI. Internal Reallocations and Reorganizations: Western Illinois University-Quad Cities
(*must reflect Provost's approval of program enhancements and closures at the Quad Cities campus*)

Not Applicable

- A. What are planned FY09 reallocations or reorganizations, including the movement of positions, the upgrade of positions, the creation of new positions, or the reallocation of personnel or operating funds?
- B. How do these reallocations and reorganizations further Strategic Plan goals and object
- C. If you requested, but did not receive **ongoing** funds for FY08, describe how this affected your unit.

- D. Describe how all reallocations, permanent and temporary, will affect the unit's stand performance measures.
- E. How are you planning to find new funds?
 - a. Describe divisional strategies to seek additional resources (e.g., grants, Foundation)
 - b. Provide an explanation of how additional resources would be used to enhance divisional objectives.
 - c. Summary long-term external funding goals which extend beyond FY 09
- F. What is the current status of the long-term funding goals establish last year?

VII. New Academic Degree/Certificate Development Requests

- A. Complete a Request for New Academic Degree/Certificate Development form (Attachment B) for each new degree or certificate program to be submitted through the University curricular approval process in FY09, including enrollment projections and required resource requirements.

Library ---None

VIII. New Operating Resources Not Included in VII

- A. Complete an FY09 Budget Request form (Attachment C) for each new operating fund request not associated with new academic degree/certificate development requests identified in VII above. Also, please include any previous unfunded requests which remain as priorities.

IX. Facilities Requests

- D. Complete an FY09 Budget Request form (Attachment D) for each facility enhancement request over \$100,000.

X. Summary—New Fund Requests

- A. Identify, in priority order, requests for additional funding in a **spreadsheet** (Attachment E). Include all funds requested for new academic programs (VII), operating (VIII), and facilities (IX).
- B. On this spreadsheet, please be sure to indicate whether you are seeking one-time or continuous funding. If you are seeking continuous funding, identify whether it is for a period of years or a permanent base increase.

XI. Available Skilled Personnel Requests

- A. If non-faculty skilled personnel become available as a result of various realignments and departmental reorganizations on campus, could you utilize such individuals in your area, assuming no additional dollars would be needed? **Yes**

B. What skills would be needed?

Clerical Skills

Computer technical skills including web design

ATTACHMENT A **Accountability Report for Program Support — FY08**
ATTACHMENT B **Request for New Academic Degree/Certificate Development — FY09**
ATTACHMENT C **Budget Request — Operating — FY09**
ATTACHMENT D **Budget Request — Facilities over \$100,000 — FY09**
ATTACHMENT E **Summary — New Fund Requests — FY09**

Western Illinois University

Accountability Report for Program Support – FY08

I. Unit submitting request:

University Libraries

II. Short title of the initiative proposed for incremental funding.

Carpeting

III. Describe the specific productivity measures achieved (refer to submitted materials the previous year, or year that funding was requested and provided).

The Provost's Office provided the Library with a one-time allocation of \$2,500 to replace floor covering in the vending area of the Malpass Library first floor in a newly renovated area – The Digital Commons.

IV. Provide a listing of all funds expended to date by the following categories:

	Enhancement	Department/Unit Funds
Personnel Services	_____	_____
Equipment and Instructional Materials	_____	_____
Library Materials	_____	_____
Contractual Services	_____	_____
Other Operating Funds	_____	_____
Total	=====	=====

Contact Person If Questions:

Phyllis Self
Name

298-2762
Phone Number

Western Illinois University

Budget Request — New Operating Resources — FY09

Note: Use Attachment B for new academic degrees/certificates.

I. Unit submitting request: **University Libraries** Priority Number 1

II. Provide a short title of the initiative/project proposed for incremental funding.
Student Wages due to Increase in Minimum Wage

III. Provide a short description of the initiative/project proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

- University Libraries **request** \$40,000 to cover the Minimum Wage increase that took effect in FY08 and the planned increase for FY09. The FY08 Minimum Wage Increase had a dramatic effect on WIU Libraries, effectively a loss of \$30,684 annually. As a result of this loss the Libraries' reduced student employment across the 5 libraries, most significantly in the Circulation Unit in Malpass Library which saw a reduction from 20 to 15 students. The area most affected by our cuts has been in the Stacks Maintenance area, reducing stack maintenance hours from roughly 56 hours per week to 30 hours per week. Maintaining the timely reshelving of books, routine shelf reading and wing maintenance have been neglected.
- Without new funds to cover the minimum wage increase the library will have to readjust its student wage budget further with the net result of a loss of 4,091 hours of service, i.e. student support for shelving, opening/closing the library, and general assistance.
- This will be measured through user satisfaction and use.
- Increase hours of opening

This is part of the overall Facilities Master Plan theme of the University facilities as a classroom and the provision of a safe environment for students

IV. Describe the specific accomplishments and increases in productivity expected from this initiative/project and how results will be measured or evaluated.

Accomplishments will be measured by increase gate count, reference statistics and instructional statistics as well as through our two year assessment plan referred to at LibQual and through the use of periodic focus groups.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	\$40,000 for student waages
	C/S	
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____

Total

\$40,000

VI. Are the requested funds to be included as permanent increase in the unit's base budget? Yes No

VII. Will the initiative/project be supplemented by other funds? Yes No
If yes, please describe:

In order to continue the same level of hours and student workers the libraries will have to reallocate from other services.

Contact Person If Questions: Phyllis C. Self
Name

298-2762
Phone Number

Western Illinois University

Budget Request — New Operating Resources — FY09

Note: Use Attachment B for new academic degrees/certificates.

I. Unit submitting request: University Libraries Priority Number 2

II. Provide a short title of the initiative/project proposed for incremental funding.

Flexible Instructional Classroom Facility

III. Provide a short description of the initiative/project proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

Meeting and program space is at a premium here on the Macomb Campus. Centralized electronic teaching facilities are in high demand as well. This request is to make our current 3rd floor computer classroom into a small lecture/event space and move the computer classroom to a location immediately adjacent to this room. The current 3rd floor classroom is poorly designed (wasted seating space and lighting issues) and is much better suited as a program space as it has its own entrance on the west side of Malpass. This initiative supports the University's Facilities Master Plan theme of the University Facilities as a classroom. This change in space can be accommodated without a great deal of investment.

IV. Describe the specific accomplishments and increases in productivity expected from this initiative/project and how results will be measured or evaluated.

This classroom will be a collaborative space that can be used by other groups when not scheduled for a class. The evaluation of this facility will be conducted through the libraries' ongoing evaluation tool, LibQual. As with other library services and operations the Library Administration will conduct periodic focus groups to assess the use of the classroom and gather both formal and informal comments from library users and library staff.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		\$50,000
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		=====

Western Illinois University

Budget Request — New Operating Resources — FY09

Note: Use Attachment B for new academic degrees/certificates.

I. Unit submitting request: University Libraries Priority Number 3

II. Provide a short title of the initiative/project proposed for incremental funding.

Collection Development funds to support the Educational Leadership, Film Studies and Forensic Chemistry programs.

III. Provide a short description of the initiative/project proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

The Libraries' budget has remained stagnant for six years while new academic programs have been created. The current collection budget cannot be adjusted to cover these programs without severely damaging existing program allocations. Additionally this increase would enhance the ability to purchase electronic items of demand that would support the delivery of information anytime and anywhere supporting the Q-Cities Campus as well as our distance education students and faculty. By fulfilling this request, the University would be supporting two values of the strategic plan: Academic Excellence and Educational Opportunity.

IV. Describe the specific accomplishments and increases in productivity expected from this initiative/project and how results will be measured or evaluated.

The collections will be created to support primarily the teaching/learning objectives of these new programs. Assessment will be part of our ongoing LibQual assessment program and periodic reviews of materials will be conducted for the assessment required by the program accreditation organizations.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		_____
Library Materials		\$50,000
Contractual Services		_____
Other Operating Funds		_____
Total		\$50,000

VI. Are the requested funds to be included as permanent increase in the unit's base budget?

X Yes _____ No

VII. Will the initiative/project be supplemented by other funds? _____ Yes X No

If yes, please describe:

Contact Person If Questions: Phyllis C. Self _____ 298-2762

Western Illinois University

Budget Request — New Operating Resources — FY09

Note: Use Attachment B for new academic degrees/certificates.

I. Unit submitting request: **University Libraries** Priority Number 4

II. Provide a short title of the initiative/project proposed for incremental funding.

“Information Literacy” is a critical need nationally. College students use technology constantly but when it comes to the academic work required to find relevant literature they are inept.

III. Provide a short description of the initiative/project proposed for incremental funding and how it relates to the University’s goals, mission statement, or strategic plan.

Sad but true, today many students can’t even find a book in a library. The Dean of Libraries spoke to this issue with the WIU General Education in February 2007. This committee recognizes this need and asked the Dean to provide curricular strategies for the upcoming academic year. University Libraries must have library faculty to proactively work with individual FYE instructors and classes to incorporate “Information Literacy throughout the curriculum. To this point, we have only been able to “offer” FYE instructors the opportunity to bring their classes to the library for bibliographic instruction. This is a far cry from what is needed.

To get the FYE faculty and classes to participate in learning to use information resources, faculty librarians are needed to work with FYE faculty individually to tailor library instruction and integrate the assignments into the classes and create online modules. A proactive approach is needed, and the Libraries does not have the personnel to accomplish this.

IV. Describe the specific accomplishments and increases in productivity expected from this initiative/project and how results will be measured or evaluated.

Learning to use information resources and gain information literacy skills should be an important part of the FYE. Earlier FYE planning totally ignored the library. Accomplishments will be measured both formally and informally as Information Literacy is integrated into the curriculum.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	<u>\$68,000 Unit A, 12 month)</u>
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		_____
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		\$68,000

VI. Are the requested funds to be included as permanent increase in the unit’s base budget?
 Yes No

VII. Will the initiative/project be supplemented by other funds? Yes No
 If yes, please describe:

Contact Person If Questions: Phyllis C. Self
Name

298-2762
Phone Number

Western Illinois University

Budget Request — New Operating Resources — FY09

Note: Use Attachment B for new academic degrees/certificates.

I. Unit submitting request: **University Libraries** Priority Number 5

II. Provide a short title of the initiative/project proposed for incremental funding.

WIU's Digital Library

III. Provide a short description of the initiative/project proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

Support the creation and distribution of WIU Scholarly Communication through WIU Libraries' Digital Library

III. Describe the specific accomplishments and increases in productivity expected from this initiative/project and how results will be measured or evaluated.

In the past Archives & Special Collections protected their collections from the public. Rare, valuable materials could not be handled for fear of damage or even loss. Discrete collections (one person's letters from a period, say, and another person's photographs from that same period) could only be brought together with difficulty and, then, for short periods of time. The ability to represent and distribute materials digitally changes all that. The goal of WIU Libraries' Digital Library is to preserve our scholarly communications digitally to provide greater access and reduce storage costs. These materials include print as well as audio and video files documenting the history of WIU as well as the western Illinois region.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	\$5,000 student wages
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		\$5,000 ContentDM license upgrade
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		\$5,000 one time \$5,000 ongoing

VI. Are the requested funds to be included as permanent increase in the unit's base budget?

X Yes _____ No

VII. Will the initiative/project be supplemented by other funds? X Yes ___No

If yes, please describe: The library will seek consortial arrangements with our peer institutions as well as seek grant funding and donations.

Contact Person If Questions: Phyllis C. Self

297-2762

Western Illinois University

Budget Request — New Operating Resources — FY09

Note: Use Attachment B for new academic degrees/certificates.

I. Unit submitting request: **University Libraries** Priority Number 6

II. Provide a short title of the initiative/project proposed for incremental funding.

Hire a **Nursing/Science Unit A Librarian** and purchase supporting Nursing collection

III. Provide a short description of the initiative/project proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

The University Libraries does not have a science librarian and has not had one since 1980. The science collection is extremely weak and the nursing collection is non existent. A Nursing/science librarian is needed NOW to enable University Libraries to adequately meet the curricular need of the science departments as well as support the needs of WIU's anticipated Nursing program. Collections cannot be developed over night and must exist to entice quality faculty and students. Such a librarian would be able to do bibliographic instruction to science classes, and work with the science departments to make decisions on the selection of materials (journals, monographs, standing orders, databases). A major part of library support for WIU's nursing program will be assessment and acquisition of core nursing/medical/science journals needed by new faculty and students. The nursing/science librarian is needed also to coordinate reference and bibliographic instruction activities and develop programs and services with nursing libraries from our institutional nursing partners.

III. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

- collection development for sciences and nursing evaluated by user satisfaction and quality of the collection and access to relevant databases
- bibliographic instruction for sciences and nursing evaluated by user satisfaction
- reference services for sciences and nursing evaluated by user satisfaction

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	<u>\$68,000 Unit A (12 Month)</u>
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		_____
Library Materials		\$25,000
Contractual Services		_____
Other Operating Funds		_____
Total		\$97,000

VI. Are the requested funds to be included as permanent increase in the unit's base budget?

Yes No

VII. Will the initiative/project be supplemented by other funds? Yes No
If yes, please describe:

Contact Person If Questions: Phyllis C. Self
Name

298-2762
Phone Number

Western Illinois University

Budget Request — New Operating Resources — FY09

Note: Use Attachment B for new academic degrees/certificates.

- I. Unit submitting request: **Government / Legal Information & Mapping Resources** Priority Number 7
- II. Provide a short title of the initiative/project proposed for incremental funding.

Online International Government Organization Information Initiative.

- III. Provide a short description of the initiative/project proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

Online International Government Organization Information Initiative University Libraries

The initiative will create and allow for the development of an international documents collection to directly support the internationalization of Western Illinois University. The introduction to our University's *Strategic Plan* calls for preparing our students and graduates to contribute to the global community as it grows and changes. The "Translating Our Values into Action" section of the *Strategic Plan* calls for the University to educate students as citizens of the global society. In order for our students to accomplish these goals they will need access to international information.

The strategic plan states other goals:

To attract, recruit, retain and develop an excellent faculty representative of the diverse and global society

To assist the faculty in making a career-long commitment to high quality teaching

To encourage and support research and scholarly/creative activities

To acquire, process, make accessible and interpret information resources

The creation of a comprehensive international documents collection will enhance these stated goals. The University has an excellent library and library system; however recent efforts to create and expand international opportunities, experiences and research on campus leave a gap within the Library's collection that needs to be filled in order to support the mission of the University and items specifically listed in the *Strategic Plan*.

Access to international information will also provide direct support for the activities of the Center for International Studies, the new International Studies minor, as well as provide a new level of information access to courses currently offered at the University which may have an international focus but are outside of the proposed minor. Maintaining and expanding library (print and non-print) resources and making them available to the University community is one of the strategies of the Center for International Studies' objectives to increase and expand employee awareness of International/Intercultural issues.

Continuing to build on its strength of appropriate and innovative resources, the University Libraries wants to create an international documents collection, paralleling our long-term strengths in state and national documents. To support this initiative, the University Libraries is requesting funding to purchase online databases and print materials that are recognized as standard sources for international information. Part of this initiative also calls for the University Libraries to apply for United Nations Depository status. This initiative is one of the University Libraries' top priorities and was listed as such in our Academic Master Plan.

OECD Online Library, Books, Periodicals & Statistics	Books ranging from Agriculture and food to Transportation. Available in PDF format back to 1998. Statistics from all 30 member countries and increasingly from non member countries. Downloadable to XLS or CSV files. All 24 OECD periodicals available.	\$17,707
World Bank Online	World Bank e-library full text collection of books, reports, and other documents. Fully indexed and cross searchable of over 1200 titles published in the past several years including all new titles. Also will have access to info not available in print. World Development Indicators Online contains statistical data for over 550 development indicators and time series data from 1960 for over 200 countries and 18 country groups. Global Development Finance Online includes external debt and financial flow data for 138 countries that report public and publicly guaranteed debt to the World Bank. Time series data from 1970.	\$8,500
United Nations Online	UN Common Database draws statistics from throughout the UN system and brings them together using a common platform and interface and global statistical standards.	\$750
	UN Treaty Collection access to over 34,000 treaties deposited with the UN Secretary General as well as the Status of Multilateral Treaties; Texts of Recently Deposited Multilateral Treaties, UN Treaties Series, Handbook of Final Clauses and more.	\$1,000
International collection materials	Support for the purchase of books, cds, and other monographic material related to creating a core international documents collection.	\$3000
United Nations Depository	Provides access to materials distributed by the UN to depository libraries.	\$1400
	Library Materials total	\$32,357

- IV. Describe the specific accomplishments and increases in productivity expected from this initiative/project and how results will be measured or evaluated.

Database Usage Statistics

- V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services

A/P _____

C/S _____
NTT _____
T/T _____

Equipment and Instructional Materials _____

Library Materials **\$32,357** _____

Contractual Services _____

Other Operating Funds _____

Total _____

VI. Are the requested funds to be included as permanent increase in the unit's base budget?
 Yes No

VII. Will the initiative/project be supplemented by other funds? Yes No
If yes, please describe:

Contact Person If Questions: Phyllis C. Self 298-2762
Name Phone Number

Western Illinois University

Budget Request — Facilities Over \$100,000 — FY09

I. Unit submitting request: **University Libraries** Priority Number 1

II. Provide a description of the facility request and how it relates to the University's goals, mission statement, or Strategic Plan.

Improve the libraries storage capacity by installing **Compact Shelving** to better utilize Malpass Library space for interactive learning and group study activities.

III. Describe the specific accomplishments and increases in productivity expected from the proposed facility enhancement and how results will be measured or evaluated.

A. Provide an explanation of how each facility enhancement will affect the unit's productivity measures.

B. Complete an FY09 Budget Request Form for each request.

Construction of compact storage in the basement of Malpass Library has been listed as a priority item for the University in the 2004 RAMP document. Compact storage in the Malpass building would double the storage capacity on the first floor, provide storage for the newly acquired Lane Evans Congressional materials, and retain easy retrieval of university archives and special collections within the building. This would enable space in the upper floors to be converted to information commons areas and group study areas – and meet the “Library as a Classroom” theme that is being discussed and promoted by the Libraries’ Planning Committee

A technology/teaching goal of the University Libraries evolves around the University's Facilities Master Plan theme of the University facilities as a classroom. The University Libraries plans to create the “Library as a Classroom” by creating more areas for students to interact with librarians, their professors, those with technology skills, and each other. Libraries are no longer looking for ways to keep their patrons quiet (Shhh!) but are instead looking for ways to promote users to interact and discuss ideas with one another, the librarians, their professors, and those with technology skills. To do this the Libraries will redesign its space, initially in the Malpass building and then in the Macomb-based branch libraries. Group study areas, learning areas, and lecture areas are just some of the space opportunities the Malpass Library will expect to gain.

IV. Please include cost estimates if they are available.

Compact shelving equipment vendor, Spacesaver, is now on state contract and will give WIU a 45% discount. The cost was \$650K last year and is now apx \$300K

Contact Person If Questions: Phyllis C. Self

298-2762

Western Illinois University

Summary — New Fund Requests — FY09

Unit: University Libraries

List all funding requests in priority order

New Academic Degree/Certificate Development

Priority Number	Title of Funding Request	Amount Requested for One-Time Funding (FY09 only)	Amount Requested for Continuous Funding *
1			
2			
3			
4			
5			
6			

New Operating Resources Not Associated with New Degree/Certificate Development

Priority Number	Title of Funding Request	Amount Requested for One-Time Funding (FY08 only)	Amount Requested for Continuous Funding*
1	Student Wages		40,000 Permanent
2	Flexible Instructional Classroom Facility	50,000	
3	Collection Materials		50,000 Permanent
4	Information Literacy		69,000 Permanent
5	WIU's Digital Library	20,000	
6	Nursing/Science Librarian & collection		97,000 Permanent
7	International Documents Collection		33,357 Permanent

Facilities over \$100,000

Priority Number	Title of Funding Request	Amount Requested for One-Time Funding (FY08 only)	Amount Requested for Continuous Funding*
1	Compact Shelving for University Archives	300,000	
2	4-year computer replacement plan		120,000 Permanent
3			

***Please identify whether the funding is for a period of years or a permanent base increase.**

Contact Person If Questions:

_____ Name

_____ Phone Number