2010 Budget Requests

WIU Libraries

Phyllis C. Self, Dean

March 24, 2009
FY 2009 University Libraries Budget

Personal Services 3,144,469

Operating Budget 204,300

Library Materials 1,571,200
(44 Departments – 4 colleges)

Total 4,919,969
Library Personnel

Administrative
(Dean & Associate Dean) 2

Academic Support Professional
(Development Officer) 1/3

Faculty (as of 3/11/09) 18

Civil Service 40

Students 74
Mission

University Libraries is engaged with a community of individuals dedicated to learning who will have a profound and positive impact on our changing world through the interaction of instruction, research, and public service. The libraries support the education, research and information needs of the faculty, the university administration, staff, students, and the people of the region by making its rich collections and information services available anytime and anywhere.
A Brief Review of the Division’s Goals and Objectives for FY09

Goal 1: Support Student Learning

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

Goal 3: Create usable attractive spaces to support library activities and student learning

Goal 4: Enhance technology innovation and implementation to provide the delivery of quality resources, services, and information to any WIU student, faculty, or staff member anytime and anywhere in support of general education, graduate education, distance education, Quad Cities and nursing programs.

Goal 5: Establish WIU Libraries as a regional center of library excellence

Goal 6: Develop and foster library faculty and staff development in order to deliver better service to our library users

Goal 7: Raise the external fundraising profile of WIU Libraries
FY09 Accomplishments
Academic Excellence

• Signature Collections:
  ➢ Government Documents & Legal Reference
  ➢ Petersen Ornithological Collection
  ➢ Leibovitz Collection (Quad Cities Library)
  ➢ Children’s Literature Examination Center (Curriculum Library)
FY09 Accomplishments
Academic Excellence

• SFX Link Resolver

10 Most Frequently Used Journals (via SFX)

- Wall Street Journal
- Current Directions in Psychological Sciences
- Child Development
- Sex Roles
- Chronicle of Higher Education
- Reading Teacher
- Journal of the American Dietetic Association
- Educational Leadership
- Journal of Adolescent & Adult Literacy
- Science
FY09 Accomplishments

Academic Excellence

• Creation of Digital Studio
  ➢ “Text Me” Video
“Text Me” Video Clip
FY09 Accomplishments
Academic Excellence

• Creation of Digitization Unit and WIU Digital Library
FY09 Accomplishments
Academic Excellence

• Firefox Library Toolbar
FY09 Accomplishments
Academic Excellence

- Meebo
  Instant messaging
FY09 Accomplishments
Academic Excellence

• Blogs/Wikis
FY09 Accomplishments
Academic Excellence

• Top 4 WIU websites used:

- WIU Libraries 2,937,052
- Web Calendar Account 1,669,605
- University E-mail Options 1,365,221
- Webmail 1,206,843
FY09 Accomplishments
Academic Excellence

• ILL increased service

Response from recent ILL user:

“I am so very grateful for your services. I am 45 and was also in grad school back in the mid-80's when everything had to be done "by hand," so to speak, traipsing about the library looking for journals and then copying each article, one page at a time. I am absolutely in awe of how much simpler things are now, in no small part thanks to all of you.”
FY09 Accomplishments
Academic Excellence

• Library Liaison Program

➤ Comments from some of our responders:
  ▪ “The program contributes in making the WIU the best I have experienced in my academic career.”
  ▪ “Our department liaison has been very proactive and is making a point to keep us updated and provide information resources.”
  ▪ “It gives the faculty and a student a specific person they contact.”
  ▪ “It puts a face with the library and the ability to talk one on one with someone to answer questions in a simple way.”
FY09 Accomplishments
Academic Excellence

• Merger of Acquisitions and Cataloging
FY09 Accomplishments
Academic Excellence

• Revitalization of Library environment
  ➢ Reupholstered chairs
  ➢ International Artwork
  ➢ Reinvigorating of plants
  ➢ Music Digital Commons
FY09 Accomplishments
Educational Opportunity

• Participated in:
  ➢ International Student Orientation
  ➢ Graduate Student Workshops
  ➢ 80’s Open House
  ➢ SOAR library tours
  ➢ Discover Western Programs
  ➢ Campus Organization Fairs
  ➢ Student Honors Association Fairs
  ➢ Family Weekend and Moms’ Weekend
  ➢ Welcome tables for fall orientation
FALL ORIENTATION

WELCOME TABLE
Inauguration Viewing in Malpass Library
FY09 Accomplishments
Educational Opportunity

• Created group study spaces
FY09 Accomplishments
Educational Opportunity

• Tutoring and writing center services
FY09 Accomplishments
Educational Opportunity

• Graham Scholarships awarded to:

Alaura Kartel (Circulation)
Nicole Baber (QC Library)
FY09 Accomplishments
Educational Opportunity

• Facebook, Flickr
FY09 Accomplishments
Personal Growth

• Game Nite

➤ Marketing of Library through Game Nite Video
FY09 Accomplishments
Personal Growth

• Staff Development
  ➢ Project Management
  ➢ Carpal Tunnel
  ➢ Time & Meeting Management
  ➢ Nursing Program overview
  ➢ Microsoft Excel (basic and advanced)
FY09 Accomplishments
Personal Growth

• Hosted events including:
  ➢ Faculty Author Series
  ➢ Garden Lecture Series
  ➢ Trivia Contest (Reference Services)
  ➢ Author Recognition
  ➢ Dime Novel Desperadoes
  ➢ Science Fiction Film Series (co-sponsor with CITR)
WIU Libraries Events
FY09 Accomplishments

Personal Growth

• Created WIU Virtual Book Club
FY09 Accomplishments
Social Responsibility

• Exhibits
  - Banned Books
  - Springfield Race Riot
  - Native American Heritage Exhibit & Lecture
  - African Literature Association Event
FY09 Accomplishments
Social Responsibility

• Outreach services
  ➢ “Shall We Dance: The Librarian and Economic Development Professional”
  ➢ Jefferson House
  ➢ Salvation Army
  ➢ Macomb Junior-Senior High School
FY09 Accomplishments
Social Responsibility

• University Security Emergency Taskforce

EM 323 – Emergency Management Class
FY09 Accomplishments
Social Responsibility

• CITR programs
  ➢ LibGuides
  ➢ CHAT – Integrating 21st Century Skills in Teaching and Research
FY09 Accomplishments
Social Responsibility

• New Western Illinois Monograph Services
Section I - C

Indicate measures of productivity by which the unit’s successes can be illustrated.
<table>
<thead>
<tr>
<th>Service Function</th>
<th>2000</th>
<th>2007</th>
<th>2008</th>
<th>Percent Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>47,403</td>
<td>26,550</td>
<td>26,808</td>
<td>.97% increase</td>
</tr>
<tr>
<td>Reserves (Traditional)</td>
<td>1120</td>
<td>2658</td>
<td>1895</td>
<td>28.7% decrease*</td>
</tr>
<tr>
<td>E-Reserves</td>
<td>7 courses</td>
<td>83 courses</td>
<td>48 courses</td>
<td>42% decrease*</td>
</tr>
<tr>
<td>Gate Count</td>
<td>326,777</td>
<td>477,962</td>
<td>504,042</td>
<td>5.45% increase</td>
</tr>
<tr>
<td>Instructional Programs</td>
<td>120</td>
<td>245</td>
<td>250</td>
<td>2% increase</td>
</tr>
<tr>
<td>Interlibrary Loan Borrowed</td>
<td>11,319</td>
<td>10,732</td>
<td>14,203</td>
<td>32% increase</td>
</tr>
<tr>
<td>Interlibrary Loan Lending</td>
<td>17,602</td>
<td>13,953</td>
<td>14,327</td>
<td>2.68% increase</td>
</tr>
<tr>
<td>Electronic Journal Access</td>
<td>Approx. 300</td>
<td>25-30,000</td>
<td>29,214</td>
<td></td>
</tr>
<tr>
<td>Reference Questions</td>
<td>10,914</td>
<td>15,560</td>
<td>10,977</td>
<td>29.5% decrease</td>
</tr>
<tr>
<td>Reserves</td>
<td>124 courses</td>
<td>181 courses</td>
<td>178 courses</td>
<td>1.65% decrease*</td>
</tr>
<tr>
<td>Web Stats Pages viewed</td>
<td>2,138,156</td>
<td>2,366,678</td>
<td>2,937,052</td>
<td>24% increase</td>
</tr>
</tbody>
</table>

*decrease due to course reserves migration to Western Online
Describe how the division used funds to enhance accomplishments and productivity.
Enhanced Accomplishments & Productivity

1. Western Illinois University Foundation funds

   Foundation funds were used to reinvigorate plants in the Malpass Library and to purchase international artwork.

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

   Library staff members are being brought in at lower, but appropriate rates. Savings are being used to add positions and upgrade library facilities.
Enhanced Accomplishments & Productivity

3. Grants, contracts, or local funds

LSTA grant of $37,248 was used to build rural library partnership to support regional economic development.

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

$60,000 was transferred from Reserves to support the acquisition of technology. This was a one-time transfer, not a permanent allocation.
5. Other fund sources

- Brian Clark received a $600 CITR stipend for Faculty Travel.
- Sean Cordes received a $574 CITR stipend for Faculty Travel.
- Andrea Falcone received a $1,000 CITR stipend for the Summer Faculty Institute.
Budget Enhancement Outcomes for FY09
For each budget enhancement received in FY09 complete an Accountability Report form (Attachment A). Be specific about approved productivity measures.

- The Provost Office provided $40,000 in personnel funds to support the creation of the Associate Dean of Libraries position

- The Provost Office provided the Library with a one-time allocation of $25,000 additional student help dollars
FY10 Goals

Major Objectives and Productivity Measures for FY10
List the most important goals and objectives the division will pursue in FY10, and how these actions will be measured/assessed.

• Goal 1: Support Student Learning

• Goal 2: Acquire, preserve, protect, catalog and assess current and future collections of the WIU Libraries
FY10 Goals

• Goal 3: Develop and implement an educational program on scholarly communication and publishing for improved access and dissemination of information
Copyright and Open Access

• Greater access to scholarship

• To urge faculty members to reserve their copyrights to ensure that they too can make their own scholarship available in stable, open, digital formats.

• Ending print publication of its journals and to making “definitive versions of journals and other scholarship produced at the school immediately available upon publication in stable, open, digital formats.”
FY10 Goals

• Goal 4: Create usable, attractive physical and virtual spaces to support library activities and student learning
FY10 Goals

• Goal 5: Enhance technology innovation and implementation to provide the delivery of quality resources, services, and information

• Goal 6: Establish WIU Libraries as a regional resource
FY10 Goals

• Goal 7: Foster library faculty and staff development in order to deliver better service to our library users

• Goal 8: Raise the external fundraising profile of WIU Libraries
Technology Goals and Objectives

List the most important technological goals and objectives the division will pursue in FY10, and how these actions will be measured/assessed.

Goal: Enhance technology innovation and implementation to provide the delivery of quality resources, services, and information (use statistics)

1. Secure permanent funding for a sustainable 4 year replacement cycle of technology, including accompanying support services (on-going)

2. Utilize technology to provide multiple access points and educate users to access available print and electronic resources (on-going)

3. Secure funding for dedicated, sizable, library server for “live” projects that we need to stream over the Internet (blogs, video, etc) (short-term)
4. 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)*

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)*
Technology Goals and Objectives

List the most important technological goals and objectives the division will pursue in FY10, and how these actions will be measured/assessed.

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)

10. Establish strong lines of communication with University Technology (on-going)

11. Encourage the use of social networking and mobile computing sites to develop a sense of community within the library and beyond (on-going)
What are planned FY10 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?

- During FY09 there were several staff and facility reorganizations which are reported in the Libraries’ accomplishments. To improve efficiencies and adjust to the changing publishing world Acquisitions and Cataloging were merged. Circulation and Interlibrary Loan were merged into Access Services to provide a single access point for users to obtain materials. We created the Digital Studio through reassignment of ACEs and use of student workers. During 2010 we plan to conduct both qualitative (Focus Groups) and quantitative (LibQual) assessments of all library services and address the outcomes of these changes. There are no planned reorganizations for University Libraries in 2009.

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

- No planned reorganizations
Internal Reallocation and Reorganizations: Western Illinois University – Macomb

*If you requested, but did not receive ongoing funds for FY09, describe how this affected your unit.*

The only new funds we received in FY09 were $25,000 (one time dollars) of the $40,000 requested to support the increases in our student wage budget as a result of increases in minimum wage. Minimum wage increased from $7.50 to $7.75 and will increase to $8.00 in July 2009.
In addition, we requested (but did not receive) funding for the following:

- **Flexible Instructional Classroom Facility:** The existing instructional classroom facility is constantly booked and limits our ability to provide more instruction.
- **Collection Development funds:** Because there has been no increase in collection dollars to offset the rising inflation, we are forced to reduce the number of journal subscriptions by roughly 30% this year.
- **Information Literacy – additional faculty:** Without an additional faculty member we limit our ability to respond to student needs.
- **Nursing/Science Librarian and collection materials:** The library is unprepared to support the nursing program.
- **Online International Government Organization Information Initiative:** Internationally we have been limited in our acquisitions to only freely available materials.
Internal Reallocations and Reorganizations: Western Illinois University – Macomb

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

No reallocations requested.
How are you planning to find new funds?

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

Library faculty and administration will be applying for funds/grants from CARLI, the State Libraries’ LSTA funds and other granting agencies.

The Dean will work with the Library Leadership Board and WIU Foundation to obtain planned gifts and other sources of revenue.

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

These funds will be used to create endowments to support collections, the Libraries Student Assistant scholarship, and the creation of WIU’s Digital Library.
How are you planning to find new funds?

*Summarize long-term external funding goals which extend beyond FY10*

The Dean and the Libraries’ Development Officer have established a strong presence with existing donors. Working with existing donors the Libraries plan to create outreach initiatives for rural libraries, host a homecoming event for former student library workers, and market the many resources and programs we have in WIU Libraries.

Identify new donors according to WIU Foundation guidelines.
How are you planning to find new funds?

*Develop indicators/benchmarks to track attainment of goals*

WIU Foundation tracks the number of donations, the number of contacts made, and the actual donations.

Working with Foundation we track the number of contacts and dollars. In FY10 we plan to raise $100,000 and contact 150 donors. (WIU Libraries Development Officer is shared with two other departments)

The library faculty and administration plan to submit and receive funding for at least 2 grant funded projects during FY10.
2008 Donor Information

Donor Contacts

Income

Sec. V-F
What are planned FY10 reallocations or reorganizations, including the movement of positions, the creation of new positions, or the reallocation of personnel or operating funds?

None

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

Not Applicable

If you requested, but did not receive *ongoing* funds for FY09, describe how this affected your unit.

Not Applicable

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

Not Applicable
How are you planning to find new funds?

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

Promotion of the Leibovitz Endowment – brochure and open house are being planned during the 2009 academic year

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

Dollars raised would support the growing collection needs for the Quad Cities programs
How are you planning to find new funds?

*Summarize long-term external funding goals which extend beyond FY10*

Planning will begin to address Library Support as the campus grows

*Develop indicators/benchmarks to track attainment of goals*

Monitor University Foundation accounts and statistics as well as collection use data
Internal Reallocation and Reorganizations: Western Illinois University – Quad Cities

How are you planning to find new funds?

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

We have been in a holding pattern due to building constraints. The libraries’ overall philosophy is WIU users will have access to library services and information regardless of location.
### New Operating Resources

Not Associated with New Degree/Certificate Development

<table>
<thead>
<tr>
<th>Priority</th>
<th>Title of Funding Request</th>
<th>Amount Requested for One-Time Funding (FY10 only)</th>
<th>Amount Requested for Continuous Funding*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Wages</td>
<td></td>
<td>48,000 Permanent</td>
</tr>
<tr>
<td>2</td>
<td>Collection Materials</td>
<td>19,550</td>
<td>229,614 Permanent</td>
</tr>
<tr>
<td>3</td>
<td>Nursing/Science Librarian &amp; collection</td>
<td></td>
<td>97,000 Permanent</td>
</tr>
<tr>
<td>4</td>
<td>WIU’s Digital Library</td>
<td>15,000</td>
<td>4,000 Permanent</td>
</tr>
<tr>
<td>5</td>
<td>International Documents Collection</td>
<td></td>
<td>33,357 Permanent</td>
</tr>
<tr>
<td>6</td>
<td>Electronic Resource Management (ERM) Tool</td>
<td>52,505</td>
<td>11,527 Permanent</td>
</tr>
</tbody>
</table>
New Operating Resources
Not Associated with New Degree/Certificate Development
Facilities over $100,000

<table>
<thead>
<tr>
<th>Priority</th>
<th>Title of Funding Request</th>
<th>Amount Requested for One-Time Funding (FY08 only)</th>
<th>Amount Requested for Continuous Funding*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2\textsuperscript{nd} Floor carpet replacement</td>
<td>183,475</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4-year computer replacement plan</td>
<td></td>
<td>100,000 Permanent</td>
</tr>
<tr>
<td>3</td>
<td>Compact Shelving – Archives</td>
<td>300,000</td>
<td></td>
</tr>
</tbody>
</table>
Scholarly/Professional Activities

Provide the total number of scholarly/professional activities in your area for the following categories:

- Book publications - 1
- Chapter/monograph/refereed article publications - 4
- Creative activities
- Conference presentations - 208
Improving the WIU Libraries’ Experience