

University Libraries

FY16 Planning and Accomplishment Guidelines Western Illinois University

Written Reports Due: Directors March 11, 2016; Deans March 18, 2016

Presentations: Directors March 23, 2016 (SH 205); Deans March 30, 2016 (HH 1)

Vice Presidents' Presentations: April 21–22, 2016

Respond to the following questions in ten to 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 2016

I. Accomplishments and Productivity for FY16

A. Give a brief review of the division's goals and objectives for FY16.

- Continue our primary function of educating our student, staff, faculty and community users in as many ways as possible, those at a distance as well as those on the Macomb and Quad Cities campuses.
- Plan and employ strategy for creating stronger connections, and integration between library instruction and department courses.
- Continue to digitize the Laws of Illinois and expand our Digital Collections in order to enhance access for faculty, staff, and student researchers.
- Continue with developing and maintaining our collection while working with a continued reduction in funding for acquisitions.
- Investigate the purchase of popular and scholarly e-books.
- Continue to examine the relocation of archival materials from the first floor storage facility.
- Continue work on a Streaming Music Recitals Archive of faculty and student music recitals.
- Update all outdated equipment.
- Promote the integration of technology in improving the quality of library reference, course-based and for-credit instruction and library programming.
- Provide Patent and Trademark outreach.
- Continue to assess library support for academic programs undergoing review or accreditation.

Fiscal Responsibility and Accountability

- Develop plans to establish a digital archive to preserve, disseminate and provide public access to scholarly information based on the recommendations of the WIU Open Access Task Force.
- Use the new library development officer position to reexamine library development program and move forward with an aggressive and well planned library development program to raise funds for the libraries.
- Host events to obtain external funds
- Create more diversity in student/staff employment
- Continue gathering statistics to assess usage patterns across the hours of operation
- Assess training opportunities for staff development
- Continue with training for all library personnel
- Improve procedures and campus-wide compliance with the records management program. This year, we will expand this to include the Quad Cities campus

Enhance Academic Affairs Role in Enrollment Management and Student Success

- Continue working with campus offices on diversity initiatives, including women's history and African-American history
- Seek to be actively involved in digitization efforts to bring our materials and services to distance

learners

- Library faculty will continue to teach bibliographic instruction sessions and to also teach faculty/staff tools such as EndNote
- Library faculty member participation in teaching UNIV 100 Personal Growth and Well-being course will be encouraged

Focus on International Recruiting and Education Opportunities

- Seek to develop new honors courses which would appeal to international students
- Continue to provide tours and basic library skills instruction for WIU International students and international high school exchange students

Facilities Enhancement and Technology Support

- Enhance the Curriculum Library by installing new shelving and a new circulation desk
- Continue to work with university officials on upgrades/repairs to existing building issues:
 - Replacement of floor coverings throughout the Malpass Library
 - Look at including more wireless routers in Malpass Library to increase patron connectivity.

B. List the most important divisional accomplishments for FY16 and document how these accomplishments support the goals and objectives of the University, including specific Strategic Plan accomplishments.

1. Enhanced Culture for Teaching and Learning

a. Maintain rigor and high academic standards

- Fully staffed extended hours of operation while ensuring compliance with and consistency of library policies and practices
- Provided assessment document examining library support for academic programs scheduled for review or accreditation
- Assessed library support for all academic programs scheduled for review or accreditation
- Provided library access to 493,706 physical library users
- Provided reserve material requested by faculty for students to use for 545 classes
- Completed cataloging of music recitals from 2002-2015 (658 total)
- Completed 824 location corrections on Government Publications
- Reclassified two series (TOPS Learning System and Ranger Rick) for QUAD Curriculum Collection (69 items)
- Answered thousands of reference questions from a wide range of disciplines, via e-mail, online chat, telephone, and in person. Some examples from the year include...I need:
 - scholarly articles about gender-neutral bathrooms in facilities because I can only use one internet source for this paper
 - to find legal cases involving Coca-Cola
 - information on gender differences in communication styles for Mexico
- Use of LibGuides system was steady; the guides were accessed over 67,000 times
- Performed major revision on the LibGuides System including complete system migration and redesign of the LibGuides interface using responsive design technology
- Received \$4999 for CARLI Research Subsidy Grant "Assessment of Rural High School Students Information Literacy Skills"
- Improved student access to LIB201 course by reducing credit hours from 3 to 1 through Library Curriculum Committee and CCPI
- Revised Library 201 course and added an additional LIB 201 section offering
- Revised Library Credit Course Evaluation questions for currency and relevancy to present for possible inclusion in new Library Department Criteria
- Developed online tutorials for using Endnote citation management system and scholarly Author ID systems for research support

- b. Quad Cities Riverfront campus
 - Re-established a library presence at WIU-Quad Cities after two years of separation. We spent much of the year making minor adjustments to our practices and services. Having recently moved into a brand-new library space, we are learning how to utilize our increased space and capacity to fully support the Quad Cities campus as well as offering services to the local community.
 - Received, reviewed, processed and incorporated a substantial number of items into our collection donated from several donors, totaling approximately 2,000 new titles for our library.
 - Made substantial progress on the current Leibovitz Collection “Rescuers and Resisters” traveling case. Met throughout the year with the Leibovitz Collection Steering Committee. We have been reviewing titles for placement in the trunk, and have created a substantial bibliography.
 - Performed 12 classroom bibliographic instruction sessions, ranging from 100 level to 700 level courses. This represents direct instruction to approximately 250 students.
 - Circulated 1,960 items from I-Share. Only 4 items from that total took longer than 7 days from request to delivery. More than 90% were delivered within 5 days.
 - Hosted several events, including a reception honoring QCAD’s generous donation, as well as a ceremony dedicating a memorial stone to Jeff Leibovitz.
 - Began the process of inventorying WIU-QC records backlog in preparation for adding a new Vice Presidential area to the WIU Records Retention Schedule.
- c. Continued support for the enhanced scholarship model
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- d. Continued focus on the expanded scope of the Centennial Honors College
 - The Malpass Library provided space for the Honors College and allowed the use of facilities such as the Garden Lounge. The library also cosponsored events such as Constitution Day.
 - Continued to collect and service undergraduate honors theses in Archives
- e. Increase focus on internships and service learning opportunities
 - Provided job experience opportunities for student workers and intern students. Students participated in full scale professional activities including planning, development, and evaluation processes.
 - Designed a unique Post-MLS graduate assistantship in Archives. Our fourth graduate assistant will graduate in spring 2016.
 - In cooperation with Graphic Communication instructor, provided 2 GCOM classes with service learning project in the form of designing informational campaigns for display in the library
- f. Support undergraduate and graduate research opportunities
 - After a frenetic initial year (2013), where a huge collection of CDs were digitized, reformatted, stored, and streamed, 2014 and 2015 saw the process mature and stabilize for the Music Recital Database. The library has transitioned to processing cassette tapes from the 1980s and 1990s along with ‘born-digital’ audio files from current concert recital programs. The majority of recitals from 2005-2015 have now been fully processed. Substantial retrospective processing (1987-2004) of additional recitals continues. The music tracks and programs are currently available to WIU-affiliated users online at <http://www.wiulibraries.org/recitals>. The Music Recital Archive has become an incredibly popular campus resource as more than 11,900 visitors (a 9.5% increase over 2014) accessed recitals digitized, cataloged and streamed by WIU Libraries.
 - The library’s proxy server enables seamless web access to all WIU online periodicals and

databases for WIU-Macomb/QC and affiliated off-campus users. Maintained and updated weekly by the Information Systems Unit, more than 500 new 'SFX-approved' domains were added to the proxy server's "white list" during 2015. This ongoing maintenance resulted in 22,504 active domain subscriptions and other quality Open Access resources made accessible to library users during 2015.

- A total of 52,694 digital images were created during the year, representing 982GBs of bibliographic, archival and special collections data. Considerable care and skill is exercised to effectively capture digital images of articles, texts, letters, printed images, realia, and much more in formats appropriate for web presentation and digital storage/preservation. The Information Systems & Digitization Unit accepted delivery of the Zeuschel OmniScan 12002 Color Planetary Scanner in May 2015. This fast, high performance overhead scanning system digitizes books, newspapers and large documents.
- The popularity and usage of WIU Libraries' Digital Collections, hosted by our consortium's ContentDM system, are growing exponentially. The total number of "views" of WIU Libraries' digital collections increased by a remarkable 148% over usage experienced in 2014, resulting in 242,878 views by online users.
- The Malpass Library established a circulating Gaming Collection. This was prominently placed on the third floor. Board games and video games acquired in the past for the now defunct library game night seeded the collection with some new material being purchased as well.

g. Continued support for special programs for women in the sciences and government

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h. Support scholarly/professional activity for faculty

- The WIU Libraries homepage remains the most popular destination from the wiu.edu front-page (excluding generic e-service portals, e.g., Zimbra, Single-Sign-On) for 2015. The Libraries homepage has held the top position every year since 2012 when WIU began capturing usage statistics via Google Analytics. In 2015, library home page had 402,744 views with 241,975 unique visits.
- Google Analytics recorded 601,188 pageviews for all Libraries webpages located on the campus' OmniUpdate Content Management System. All told, there were 384,967 unique visits to the library website during the 2015 calendar year.
- During the 2015 calendar year, the WIU Libraries Research Toolbar (Firefox Extension) was downloaded by 574 library users. On average, 88 WIU library users utilized the popular toolbar every day of the year.
- During 2015 e-processed (e.g., formatted, stylized, database production, etc.) 313 citations for works published in 2014 by WIU authors for the library's annual printed bibliography and WIU Authors Database.
- Completed imaging of the Western Courier (1960-1970), 144 separate months were uploaded, 14,079 pages. The collection size has tripled in 2015.
- Began the Thesis Digitization Project with 45 theses completed
- Began evaluation of the contents of the Fred Jones collection
- The General Ross historical collection now has 500 pages transcribed (241 letters). There are 84 letters (171 pages) left to finish the digitization of the collection entirely.
- Continued to provide a variety of lunchtime and evening programs that supported the university's goals of Academic Excellence and Social Responsibility – 26 events garnered a total of 592 attendees.
- Organized discussion panel for faculty on merits and pitfalls of open access publishing
- Archives processed several noteworthy collections this year that add to the unique nature of our holdings, including the papers of the Dealing With Diversity Institute (an annual event at WIU for the past 23 years), the Rock Island Sesquicentennial Papers, a large addition to the collection of poet Dave Etter, and records from several regional service organizations, such as the Macomb Elks Club Papers and the Business and Professional

Women's Club Papers. Approximate totals for collections and materials processed are:

- 51.5 cubic feet + 65.2 linear feet = 116.7 cubic/linear feet processed/cataloged/preserved
- 16 Archives manuscripts cataloged
- 12 Special Collections manuscripts cataloged
- 1063 Vertical file items processed (includes boxed and oversized items)
- Began work with University Television to transfer over 300 videotapes of WQPT (Quad Cities) television programming to digital media for long-term preservation.

2. Fiscal Responsibility and Accountability

a. Identify further costs savings to meet challenges in the FY17 budget

- The library did not renew 143 journals. The threshold for cancellation was fewer than seven downloads per year for online journals. For print periodicals, any titles reshelved 30 or more times since 2010 were retained. This saved 50K in the collection budget,

b. Identify alternative funding sources

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c. Develop college priorities in fundraising

- From various individuals, the library received twenty-two plant donations that were incorporated into the displays. From these donations, nine different and unusual genera were added to the plant collection.
- Obtained a \$10,000 pledge commitment from Dr. Yan Lwin in support of endowing the Dr. Lwin Physical Sciences Library Fund which upon 50% of payment will fully endow the fund
- Created and disseminated, in conjunction with Annual Giving and DPC offices, a mailing to physics graduates during the tenure of Dr. Lwin in an effort to fully endow the Physical Sciences Library Fund
- Established the Curriculum Library Fund, with the current total at \$6,263.40 and completed by obtaining a \$2,000 pledge from a donor, with the Dean's match and a few smaller donations. The addition of the library option to give on education academic annual mailers also increased the fund.
- Collaborated with Annul Fund office to add all three branch libraries as giving options on fall annual academic mailers with their corresponding departments. Current funds stand at the following: Music Library Fund = \$11,281, Curriculum Library Fund = \$6,263 and Lwin Physical Sciences Library Fund = \$20,275.
- Obtained a \$7,500 donation with one lunch with a donor, which aided in the purchase of items in the Legal Library and Archives

General:

- Provided Interlibrary Loan items for WIU patrons from other libraries both in Illinois and outside Illinois
- Maintained daily billing and overdue notices for all materials including I-Share and ILLiad
- Cataloged and added 6444 new free federal GovWeb online titles to the University Libraries' collection
- Cataloged and added 800 new free tangible (print) federal titles to the University Libraries' collection
- Cataloged and added 194 new Illinois print documents and 684 new Illinois online titles
- Cataloged and added 1112 new tangible plant patents
- In a year of budget reductions, continued to find speakers and presenters willing to provide programming at no cost to the University

3. Enhance Academic Affairs Role in Enrollment Management and Student Success
 - a. Review undergraduate, graduate, and international recruitment plans for each department/school
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 - b. Continue to expand Distance Learning opportunities
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 - c. Provide opportunities for non-degree seeking students
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 - d. Maintain participation in the Building Connections mentoring program
 - Two library staff members (including the Dean) participated, serving twenty students
 - e. Review effectiveness of the revised FYE program
 - In cooperation with First Year Experience Faculty Associate, developed and presented workshops to 5 sections (approx. 100 students) of UNV100 connecting information skills to FYE curriculum
 - Held scavenger hunt in Malpass Library for Homecoming Weekend, introducing 26 mostly UNV100 students to the library
 - f. Review effectiveness of enhanced campus-wide advising procedures
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 - g. Enhance access, equity, and multicultural initiatives for entire campus community
 - Planned, organized, and publicized our 8th annual Banned & Determined celebration of ALA Banned Books Week. The online guide was updated and expanded and is available at: <http://wiu.libguides.com/bannedbooks>.
 - Expanded library services outside of library buildings by providing temporary reference services and displays in the Union

General:

- Library faculty taught 279 bibliographic instruction sessions during the calendar year
 - Library instruction was delivered to 5580 students from undergraduate to graduate levels
 - Library instruction introduced a new library faculty instructor for Music department courses, with 130 students receiving information literacy instruction in the music discipline
 - In the Curriculum Library 470 students participated in instruction programs
 - In the Physical Sciences library, 12 tours were given with 220 students participating
 - Three sections of LIB201 were held with total enrollment of 48, including 30 students in summer
 - Eight library faculty and staff instructors taught the University Personal Growth and Well-being (UNIV 100) course
 - Library faculty met with University Writing Center director and WIU Writing Program directors to plan cooperative programs; spoke at a Writing Center staff meeting to introduce Reference Services to all writing consultants
4. Focus on International Recruiting and Education Opportunities
 - a. Continue to increase the number of international students
 - Provided ten tours for WIU International students from a range of countries including: China, Brazil, Denmark, Mexico, South Korea, and Spain.

- b. Increase number of study abroad participation and opportunities
 - Archivist Jeff Hancks spent the academic year on sabbatical in Denmark
 - c. Develop academic partnerships with international institutions of higher learning
 - Archives hosted Jens Horstmann from Denmark as a Visiting International Scholar for the year
 - d. Strengthen relationships with embassies and host countries
 - Coordinated a local historical presentation for a group of visiting Danish high school students
5. Facilities Enhancement and Technology Support
- a. Support for the Center for Performing Arts
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 - b. Renewed funding for classroom renovation
 - West wall leak/hole was repaired in the Acquisitions/Cataloging department
 - c. Support major capital budget initiatives
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 - d. Continue to facilitate the University Technology consolidation and support uTech initiatives

General:

- Responded effectively to a mold outbreak in building. Created a mold response team and hired student employees to clean mold. We hired a consultant to review our mold remediation options. We worked with Building Services to make changes in library.
- Continued to respond effectively to the leaks over Reference Stacks, meeting with Building Services and performing a concentrated evaluation of materials to free up empty space beneath the leaks.
- Provided technical support and coordination for five Illinois Institute for Rural Affairs webinars and events with GH299 honors students attending each event for course requirements.
- Completed full migration of guide content to new Libguides platform
- Developed and provided introductory training for faculty on the LibGuides Version 2 system
- Library faculty worked with Illinois Department of Public Health to host the SIREN workshop for 20 attendees from the health department, hospitals and other agencies that respond to disasters
- Permission was attained from the grounds superintendent, Tara Beal, to take cuttings of *Plectranthus scutellarioides* 'Big Red Judy' from the Cardinal Court landscape. These cuttings were grown and used in a newly designed atrium bed located on the third floor.
- Two new plants were purchase for the Library Atrium Society honoree program. *Tacca chantrieri* and *Ananas comosus* were presented during a short ceremony.
- A sign was created for the Curriculum Library in conjunction with the development director and in the hallway of Horrabin Hall to allow for a greater visual presence of the library in the building
- The main room of the Curriculum Library and offices were painted as part of building maintenance, this was the first time the space had been painted since 1989

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

Service Measure	2013	2014	2015	Change from 2014 to 2015
Gate Count	419,345	491,563*	493,706*	.4% increase
Circulation of physical materials*	35,937	35,073	36,930	5% increase
E-Book Downloads	6,377	19,315	27,404	42% increase
E-Journal Use	328,914	304,491	307,518	1% increase
WIU Digital Collection Use	28,099	97,932	242,878	148% increase
Reserve Use (Traditional)	6,784	12,418*	10,606*	15% decrease
E-Reserve Use	9,085	11,483	11,516	.3% increase
Reserves (# of courses)	360	559*	545*	3% decrease
Instructional Programs*	303	255	279	9% increase
Interlibrary Loan (borrowed)*	15,069	14,244	13,748	3% decrease
Interlibrary Loan (loaned)*	13,455	12,082	12,414	3% increase
Reference Questions*	6,212	9,585	8,982	6% decrease
Web Pages Viewed	791,502	781,788	601,188	23% decrease

* includes branch locations

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

1. Western Illinois Foundation funds
 - Foundation funds were used to buy books for the Popular Reading Collection, buy new items placed on Reserve by faculty supporting curriculum, and bought a new scanner for the Digitization office.
2. Funds available due to vacant positions or dollars saved through hiring of new personnel at whatever level those funds reside
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3. Grants, contracts or local funds
 - Received \$4999 for CARLI Research Subsidy Grant "Assessment of Rural High School Students Information Literacy Skills."
4. Internal Reallocations: For reallocations over \$20,000, identify the amount, area that was reallocated from, and the priority that funds supported.
 - 50K was moved from the materials budget to the operating budget to support basic library functions.
5. Other fund sources
 -

- E. For the calendar year January 1, 2015, to December 31, 2015, provide the total number of scholarly/professional activities in your area for the following categories:

BOOKS	CHAPTERS / MONOGRAPHS / REFEREED ARTICLES	DOMESTIC/ INTERNATIONAL CREATIVE ACTIVITIES		DOMESTIC/ INTERNATIONAL CONFERENCE PRESENTATIONS	
		Dom.	Int'l	Dom.	Int'l
	2			6	1

II. Budget Enhancement Outcomes for FY16

For each budget enhancement received in FY16—temporary or permanent—(i.e., 1% give back, end of year money) complete an accountability report form. Be specific about approved productivity measures.

III. Reductions for FY16

- A. Discuss staffing and operational reductions implemented during FY16.
- The library administrative assistant retired and was not replaced.
- B. In response to Item A (above) include the dollar amount for these reductions and whether the reductions result in one-time or continued savings.
- The library will see a continuing saving of \$49,524.

**Budget Year
Fiscal Year 2017**

IV. Major Objectives and Productivity Measures for FY17

- A. List the most important goals and objectives the division will pursue in FY17, and how these actions will be measured/assessed.
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- B. Of the objectives identified above, please indicate which are directly related to Strategic Plan action items.
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- C. For Strategic Plan action items noted above, indicate whether you intend to have the action completed in the short-term (next 12 months), mid-term (2-4 years), or long term (5+ years).
- **Enhanced Culture for Teaching and Learning**
 - Continue our primary function of educating our student, staff, faculty and community users in as many ways as possible, those at a distance as well as those on the Macomb and Quad Cities campuses. (Goal 2, Action 1) (long-term)
 - Plan and employ strategy for creating stronger connections, and integration between library instruction and department courses. (Goal 2, Action 5) (long-term)
 - Continue to digitize the Laws of Illinois and expand our Digital Collections in order to enhance access for faculty, staff, and student researchers. (Goal 2, Action 5) (long-term)
 - Continue with developing and maintaining our collection while working with a continued reduction in funding for acquisitions. (Goal 2, Action 5) (long-term)
 - Investigate the purchase of popular and scholarly e-books. (Goal 2, Action 5) (long-term)
 - Continue to pursue the relocation of archival materials from the first floor storage facility. (Goal 2, Action 5) (long-term)
 - Continue work on a Streaming Music Recitals Archive of faculty and student music recitals. (Goal 2, Action 5) (long-term)
 - Update all outdated equipment. (Goal 2, Action 5) (long-term)
 - Promote the integration of technology in improving the quality of library reference, course-based and for-credit instruction and library programming. (Goal 2, Action 5) (long-term)
 - Provide Patent and Trademark outreach. (Goal 2, Action 5) (long-term)
 - Continue to assess library support for academic programs undergoing review or accreditation. (Goal 2, Action 5) (long-term)
 - **Fiscal Responsibility and Accountability**
 - Develop plans to establish a digital archive to preserve, disseminate and provide public access to scholarly information based on the recommendations of the WIU Open Access Task Force. (Goal 2, Action 5) (long-term)
 - Use the library development officer position to reexamine library development program and move forward with an aggressive and well planned library development program to raise funds for the libraries. (Goal 5, Action 3) (mid-term)
 - Host events to obtain external funds. (Goal 5, Action 3) (short-term)
 - Create more diversity in student/staff employment. (Goal 1, Action 6; Goal 1, Action 11) (short-term)
 - Continue gathering statistics to assess usage patterns across the hours of operation. (Goal 2, Action 1) (long-term)
 - Assess training opportunities for staff development. (Goal 2, Action 1) (long-term)
 - Continue with training for all library personnel. (Goal 1, Action 14) (long-term)
 - Improve procedures and campus-wide compliance with the records management program. (Goal 6, Action 3) (mid-term)

- Enhance Academic Affairs Role in Enrollment Management and Student Success
 - Continue working with campus offices on diversity initiatives, including women’s history and African-American history. (Goal 2, Action 1) (long-term)
 - Seek to be actively involved in digitization efforts to bring our materials and services to distance learners. (Goal 2, Action 1) (long-term)
 - Library faculty will continue to teach bibliographic instruction sessions and to also teach faculty/staff tools such as EndNote. (Goal 2, Action 1) (long-term)
 - Library faculty member participation in teaching UNIV 100 Personal Growth and Well-being course will be encouraged. (Goal 2, Action 1) (long-term)

- Focus on International Recruiting and Education Opportunities
 - Seek to develop new honors courses which would appeal to international students. (Goal 1, Action 7) (mid-term)
 - Continue to provide tours and basic library skills instruction for WIU International students, and international high school exchange students. (Goal 1, Action 7) (long-term)

- Facilities Enhancement and Technology Support
 - Continue to work with university officials on upgrades/repairs to existing building issues (Goal 5, Action 4) (long-term):
 - ❖ Replacement of floor coverings throughout the Malpass Library. (Goal 5, Action 4) (long-term)
 - ❖ Look at including more wireless routers in Malpass Library to increase patron connectivity. (Goal 5, Action 4) (long-term)

V. Technology Goals and Objectives

- A. List the most important technological goals and objectives the division will pursue in FY17, and how these will be measured/assessed.
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- B. Describe how these objectives build upon goals in divisional and/or institutional strategic plans.
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- C. For each technology item, indicate whether you intend to have the action completed in the short-term (next 12 months), mid-term (2-4 years), or long term (5+ years).
- Improve the existing wired and wireless network infrastructure. Ongoing, long term, Goal 5d, 1h, 1f.
 - Secure permanent funding for a sustainable four year replacement cycle of technology. Ongoing, long term, Goal 5, not a sub bullet to pin directly to, 1h, 1f.
 - Upgrade the computer classrooms, room 180 and MLK with new equipment and capabilities. Improve and add additional collaboration spaces like the digital commons. Ongoing, long term, Goal 5b, 1h, 1f.
 - Promote the reduction of paper waste with support for a quota / pay for print initiative for the campus including appropriate training. Short term, Ongoing, Goal 2a. Measured by Papercut statistics and a review of budget figures for spending on paper and consumables.
 - Explore the benefits, feasibility, practicality and costs of implementing a 'phase-one' Institutional Repository (IR) primarily utilizing Open Source software and existing library and campus infrastructure. An IR would provide the University with a digital platform to promote its research, scholarship and publications -- making it all searchable and accessible to the world. The actual establishment of a 'phase-one' IR would include: documentation and workflow design, organization of internal resources and computer/technology dependencies, staff acquisition/training, coordination of activities with campus units, computer coding and web design, and other activities required to develop a functioning online platform maintained by University Libraries. To enhance portability all content and metadata would be organized,

structured and preserved using normative standards, reducing barriers to future 'phase-two' platform migration possibilities. The library's Information Systems & Digitization Unit, working with partners, will investigate options and report to the Dean of Libraries over the next 12 months. Ongoing, long term, 1h.

- Work with the Consortium of Academic Research Libraries of Illinois (CARLI) to implement the new integrated library system expected to be purchased by CARLI in summer 2017. Local implementation anticipated to begin Fall 2017 with system fully operational by Summer 2018. This effort will require new and intensive local configuration and training throughout WIU Libraries. This is a mid-term project over the next three years. 1h.

VI. Internal Reallocations and Reorganizations: Western Illinois University—Macomb

- A. What are planned FY17 reallocations or reorganizations, including the movement of positions, upgrade of positions, creation of new positions, and/or the reallocation of personnel and/or operating funds?
- One position in Government Documents will not be replaced at retirement in July. Two positions in Acquisitions/Cataloging will not be replaced at retirement in June. Two 12 month branch library positions will be reduced to 10 month positions. The library will begin sharing a development officer with the College of Education in July. This is a 50% reduction for the library. The Assistant Dean will move from an 11 month contract to a 10 month contract.
- B. How do these reallocations and reorganizations further Strategic Plan goals and objectives?
- They save the university money.
- C. Describe how all reallocations, permanent and temporary, will affect the unit's standard performance measures.
- The library will no longer integrate federal GovWeb records into our online catalog. Three branch libraries (Music, Physical Sciences, and Curriculum) will be closed in June and July starting the 2017 fiscal year.
- D. How are you finding new funds?
1. Describe divisional strategies to seek additional resources (e.g., grants, Foundation)
 - The Library will work with the College of Education to secure more donations.
 2. Provide an explanation of how additional resources would be used to enhance divisional objectives
 - Fund obtained for Foundation accounts will be used to meet library operational and collection needs caused by the continuing decline in the library budget.
 3. Summarize long-term external funding goals which extend beyond FY17
 - Increase cash gifts to library by 20%, including both current and future gifts, from \$33,390 to \$40,068
 - Create a Quad Cities Library Fund, requiring a minimum of \$5,000
 - Collaborate with athletic department for increasing book funds during football season
 - Library Leadership Board will have 100% giving either via annual donations or deferred gifts
 - Increase library staff giving by 10%, from \$1,633 to \$1,797
 - Increase library prospect pool by 25%, from 52 to 65
 - Begin restructuring library development webpage
 4. Develop indicators to track attainment of goals
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VII. Internal Reallocations and Reorganizations: Western Illinois University—Quad Cities

- A. What are planned FY17 reallocations or reorganizations, including movement of positions, upgrade of positions, creation of new positions, and/or reallocation of personnel or operating funds?
- None.
- B. How do these reallocations and reorganizations further Strategic Plan goals and objectives?
- N/A
- C. Describe how all reallocations, permanent and temporary, will affect the unit's standard performance measures.
- N/A
- D. How are you finding new funds?
1. Describe divisional strategies to seek additional resources (e.g., grants, Foundation)
 - We work closely with our Foundation officer and the Quad Cities Foundation officer with the goal of identifying entities willing to donate funds or materials to the library. We still have many spaces in the new library that are appropriate for the selling of naming rights, including the study rooms and the library itself.
 2. Provide an explanation of how additional resources would be used to enhance divisional objectives
 - Additional resources would be used to continue to build our library collection which directly supports learning at the Quad Cities campus.
 3. Summarize long-term external funding goals which extend beyond FY17
 - We continue to work with the steering committee of the Jeff Leibovitz Collection in identifying donors for the special collection. The Committee has been successful in past years in receiving monies from several local charitable organizations. The family of Jeff Leibovitz has also consistently supported the collection through an annual golfing fundraiser.
 4. Develop indicators to track attainment of goals
 - Goal attainment indicators would include collection growth, increased collection circulation, and increased library usage.

VIII. Reductions for FY17

- A. Discuss planned staffing and operational reductions for FY17.
- One position in Government Documents will not be replaced at retirement in July
 - Two positions in Acquisitions/Cataloging will not be replaced at retirement in June
 - Two 12 month branch library positions will be reduced to 10 month positions
 - The library will begin sharing a development officer with the College of Education in July. This is a 50% reduction for the library
 - The Assistant Dean will move from an 11 month contract to a 10 month contract
- B. In response to Item A (above) include the dollar amount for these reductions and whether the reductions result in one-time or continued savings.
- The retirements will save an ongoing \$124,600 a year while the branch reductions will have an ongoing savings of \$13,579.
 - The Assistant Dean reduction saves an ongoing \$12,624.

IX. New Operating Resources

- A. Identify, in priority order, requests for additional operating funding in spreadsheet provided on the Provost's web site.
- 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.
- C. Complete an *FY17 Budget Request Form* for each request listed in "A".

X. Facilities Requests

- A. Identify, in priority order, requests for facility enhancements over \$100,000. These requests need to be identified as specific FY17 requests or long-range requests. For each request, identify the ways in which the facility enhancement will advance specific Strategic Plan goals and objectives.
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- B. Provide specific outcomes for each facility enhancement request.
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- C. Provide an explanation of how each facility enhancement will affect the unit's productivity measures.
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- D. Complete an *FY17 Budget Request Form* for each request.