

**Student Fee Review Board
Funding Application for Fiscal Year
2021-2022**

College of University Libraries and Learning Sciences
Name of Unit

Fran Wilkinson Interim Dean
Dean/Director Title

MSC05 3020
Campus Address

277-4241 fwilkins@unm.edu
Campus Phone E-mail Address


\$ 206,902 emmons@unm.edu
Total Amount Requested Alternate Email Address

One-Time Funding ☐ Recurring ☒ Requesting Increase ☒

CERTIFICATION

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board. I understand that the SFRB is a **recommendation** body and that its funding allocations are subject to revision by the Budget Leadership Team before final approval.

Fran Wilkinson
Submitted By (Print Name)

 9/10/2020
Department Head Signature Date

Please submit an electronic version of this application via email to SFRB@unm.edu.

DEADLINE September 11, 2020, 5:00 PM.

***Late applications will not be accepted**

Executive Summary

University Libraries SFRB Application 2021-2022

We request \$206,902 in regular funding this year. The entire amount will be allocated to student employee salaries. If we are able to return to extended hours (open until 2am) in Zimmerman Library in the 2021-2022 school year we would re-allocate some portion to support the salaries of employees hired specifically for the over-night shifts.

Funding student employee salaries ensures we can continue to support the significant number of students we employ and devote that amount of I&G funds toward collections and services. Without that support, library services would have to be significantly cut.

Academic institutions that spend more on library services show statistically significant higher graduation rates. Students who use the library are more likely to stay in school. A robust, relevant library with updated technology, extensive collections, skilled faculty and staff, and inviting facilities is essential to maintaining University-wide, college-level, and programmatic accreditations. University Libraries' (UL) commitment to student success is at the heart of every decision we make from how long we stay open, to how our spaces are organized and furnished, to what is purchased for our collections.

In general, UNM library use is almost three times greater than the total attendance at all UNM home football, basketball, and soccer games combined. During a normal year, our spaces are intensely used by students. Despite buildings that have been closed since March 2020, our dedicated library employees have been able to continuously offer online research help and instruction, access to digital materials and a book carryout service. We reopened to students on September 8, 2020.

Inflation for library material, particularly for journals, has continued to increase an average of 6% annually for the past several years and is significantly curtailing our abilities to maintain quality resources and services in the face of significant budget cuts. Though publishers have held their prices flat this year during the pandemic, the most recent FY21 cut to our I&G allocation was \$1,177,776, in addition to cuts of \$517,523, resulting in \$1,695,299 in budget cuts to the college for FY21. The majority of the reduction was taken from vacant position lines – 7 staff lines and 1 faculty line. The rest came from the collections budget – \$214,295 in this round and \$378,431 in the spring, totaling \$592,726 for FY21. We have already drastically reduced our book budget and at this rate we will have virtually no funding left for books, reserving the majority of our budget for journals. The funding provided by the SFRB allows the UL to maintain services for students in the face of significant budgetary challenges.

The student fee allocation is essential to our ability to achieve the goals and requirements outlined above. Cuts to this funding could force reductions in services or collections.

Application Questions

1. Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.

What services does your unit specialize in that are not offered in a similar form elsewhere within the University? How does your unit serve the University's commitment to diversity?

College of University Libraries & Learning Sciences History and Mission

The College of University Libraries & Learning Sciences is comprised of the University Libraries (UL) system of three libraries located on the main campus, the Organization, Information and Learning Sciences program and UNM Press. University Libraries is a partner with every college and program to support student learning and faculty teaching and research. OILS offers degree programs in the areas of organization development, instructional technology, data management, and learning sciences. UNM Press is the only academic press in New Mexico and is highly regarded throughout the nation. University Libraries is a member of the prestigious Association of Research Libraries (ARL), ranking 92 out of 124 members.

University Libraries Services Not Offered Elsewhere

Even during the pandemic shut-down, University Libraries served every UNM undergraduate student, graduate student, Continuing Education student, Evening and Weekend Degree student, faculty member and staff member through our virtual services and book carryout. The University Libraries system is comprised of Zimmerman Library, Centennial Science & Engineering Library, Fine Arts & Design Library, and the Center for Southwest Research and Special Collections.

The UL is the largest library in the state with close to four million print volumes, 67,000 electronic and print journal subscriptions and over 900,000 ebooks. In a typical, year users download over 2 million full-text articles from electronic databases. Extensive electronic collections make it possible for students and faculty to use the library 24/7 from any location. The UL also licenses electronic resources for students of the UNM Extended University and when possible UNM branch campuses.

No other campus entity offers the combination of research collections and student study space with subject librarian expertise for research and academics in a single location. Subject librarians give nearly 400 class sessions in a year for over 7000 students. Zimmerman Library and the Fine Arts & Design Library are frequently voted Best Place to Study on Daily Lobo reader polls. We offer students a range of technological resources – laptops, desktops, printing, scanning and more. We average more than 20,000 loans of our laptops a year (during the spring, we made our laptops available for long term loans to students who needed the technology during the pandemic) and our reservable study spaces in each library are in constant use.

Commitment to Diversity

University Libraries serves every student, faculty or staff member equally. It is a hallmark of libraries to provide diverse collections in terms of content, point of view, and format, which support the various majors and programs of its parent institution. The College is also committed to increasing faculty and staff diversity.

The Latin American Collections unit supports academic programs and outreach initiatives related to Hispano/Latino/Chicano studies, Latin American and Iberian studies, and American studies. In

addition, we have a well-established program serving Native American/Indigenous students. Outreach efforts in the Indigenous Nations Library Program (INLP) serve Native American/Indigenous communities with customized introductions to our resources, collections and services. INLP also supports UNM's Native American/Indigenous curriculum by purchasing books and other materials to supplement course materials, including business, legal, and historical resources. Programs that engage students in campus life are held each semester.

A Task Force on Diversity, Equity, & Inclusion is active in the College and helps define goals and activities to strengthen our progress in this area. The College has affirmed its commitment to honor diversity, ensure fairness and access, and create an environment where all employees, including student employees, and visitors to our buildings are treated respectfully, and all employees and people who work in our buildings are valued for their distinctive skills and perspective. You can review our [anti-racism statement](#) on the College webpage.

2. Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project? What, if any, changes do you plan to make to these programs/projects?

For 2020-2021 we originally received \$225,256 allocated for student and staff salaries as well as security for extended hours. We also received \$16,500 in one-time funding for laptops. However, the \$225,256 allocation was cut by \$41,354. We have re-allocated the entire remaining balance of \$183,902 for student employee salaries. If we can open for extended hours in the Spring semester, then we will also use it to support the salaries of the students and staff who work until 2am in Zimmerman Library. We are committed to continuing to employ students during the pandemic.

This year we are not requesting extended hours staff or security. Instead, we are requesting an extension of the \$183,902 that we were awarded this year for student salaries, plus an estimated \$23,000 toward increases in the minimum wage, for a total of \$206,902. Support from SFRB for student salaries has helped us by allowing us to re-direct I&G money to collections purchases.

The UL is proud to be one of the largest student employers on campus. Student employment here provides experiential learning in a work environment. We offer excellent customer service and specialized skills training to undergraduate and graduate students. The UL creates opportunities for student supervisors to oversee and train other student employees and learn how to work through operations management-related issues. These valuable skills learned on the job position students well for the transition to their post-university working lives. The UL allows student employees to engage in campus life in a meaningful way, providing academic support to their peers and engaging in professional interactions with university faculty and staff.

3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.

The University Libraries does not have an SFRB balance forward.

4. Describe any increase in SFRB funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population. If requesting increases for multiple programs/projects, which program/project is your top priority? If requesting an increase, please state any reserves in your unit's budget and

**provide justification for not using said reserves for the requested increase
If requesting one-time funding, please complete Budget Form B.**

For this budget cycle we are requesting \$183,902 that we were awarded this year for student salaries, plus an estimated \$23,000 toward increases in the minimum wage, for a total of \$206,902. We are not requesting any one-time funding from SFRB.

5. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?

What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?

Please complete Budget Form C for non-SFRB income.

The University Libraries receives I&G funding which was reduced by nearly \$1.7M; Public Services revenue such as state appropriations to fund the Spanish Colonial Research Center that was also reduced; grants to fund specific projects and initiatives at the library; GO Bond funding used to enhance acquisitions purchases which is voted on every other year; and Foundation funds which are primarily used to supplement collections. Please see Form C for more information.

6. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points. a. How are students involved in the governance/decision-making of your unit?

- The Dean and Associate Dean schedule time to meet with ASUNM and GPSA leaders at least once a year to get input on library services and anticipated changes.
- Library student employees frequently offer suggestions for improvements to services.
- The Faculty Senate Library Committee has four student member seats, two appointed by ASUNM and two by the GPSA, and the Dean also meets with student leaders.
- Student comments or suggestions made through the Ask a Librarian service, in-person, in library instruction sessions or online are brought to senior administration.
- Students are encouraged to request new purchases through the website, Interlibrary Loan or via the Subject Librarians.
- We conduct surveys, such as website usability studies, regarding established services as well as development of new services and will solicit feedback on the new spaces we are developing: the Graduate Student Commons and the Reflection Space.
- The OILS program, with offices located in Zimmerman Library, has over 200 students enrolled. These students are a valuable source of input into our collections and services.

Improving Student Input

A User Experience Team systematically studies how our virtual and physical spaces and services meet the needs of our users. This team undertakes research and conducts usability studies of our various facilities and web sites to inform improvements to our physical and online collections and services. The UL's strategic plan places a focus on library spaces and user needs.

Conversations will be happening with stakeholder groups, including students, over the course of this academic year to ensure we are creating and offering the users spaces and services that best support student learning at UNM.

b. How many students do you employ (including graduate assistants, interns, etc.)?

The UL employs, on average, 150 undergrad students and 15 GA/TA/RAs. The UL is proud to be one of the largest student employers on campus, providing a highly flexible work environment and allowing student employees the opportunity to work around their class schedules.

Student employment here provides experiential learning in a work environment. We offer excellent customer service and specialized skills training to undergraduate and graduate students. The UL creates opportunities for student supervisors to oversee and train other student employees and learn how to work through operations management-related issues. These valuable skills learned on the job position students well for the transition to their post-university working lives. The UL allows student employees to engage in campus life in a meaningful way, providing academic support to their peers and engaging in professional interactions with university faculty and staff.

7. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.

- The Adobe Creative Commons is being developed with collaboration from UNM IT and will be constructed in the Zimmerman Library Learning Commons during Fall 2020.
- Planning for expanded graduate student commons in Zimmerman Library basement by moving staff work areas to Parish Memorial Library Service Center.

8. How does your unit collaborate with other campus units and/or off-campus entities?

- We are currently collaborating with UNM Information Technology on the Adobe Creative Campus project by installing the software on all library computers. We are working to develop a student-centered digital laboratory in Zimmerman Library to leverage this partnership.
- UNM IT Laptop loans record-keeping is managed through UL systems.
- Subject Librarians work closely with students and faculty in all departments, achieving a true interdisciplinary relationship within the university.
- The UL provides access to a significant number of our electronic collections for students attending UNM Branch campuses in Gallup, Taos, Valencia and Los Alamos.
- The UL, Health Sciences, and Law Libraries share numerous collections and databases to maximize the buying power of UNM and to ensure no unnecessary redundancies occur.
- The Center for Academic Program Support (CAPS) is located in Zimmerman Library providing a central and popular location for its peer tutoring services.
- We collaborate on the management of the Math Learning Lab housed in Centennial Science and Engineering Library with the College of Arts & Science and Dept. of Mathematics.
- The UL has on-campus partnerships with the Office of the VP for Research, Information Technology, New Media and Extended Learning and the Center for Advanced Research Computing regarding various aspects of technology and research support.
- The pilot collaboration with IT to utilize the library software to manage checkout and tracking of laptops to students from Dane Smith Hall was successful and continues as a regular course of business.
- The UL collaborates with Anderson School of Management and the College of Fine Arts on

certain database purchases.

9. What methods have been used in evaluating your unit's impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been? Please provide any data collected if it pertains to the application.

We participate in continuous service evaluation with surveys, focus groups, informal conversation and online feedback. These methods, combined with the student participation methods mentioned in Question 6 above, are effective in understanding the needs of students. We use the results of all these methods to improve our collections, services and spaces. The User Experience Team regularly conducts one-on-one sessions with users on specific aspects of library use. Most recently, we solicited student input on the Adobe Creative Commons by conducting individual and focus group interviews.

10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?

We received no recommendations.

11. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

University Libraries' commitment to student success is at the heart of every decision we make. Students who use the library are more likely to stay in school and academic institutions that spend more on library services show statistically significant higher graduation rates. The entire University community benefits from the library, not only as a place to study, but as a provider of physical and electronic books, journals, and unique collections. Library staff and faculty provide excellent service and teach all users how to efficiently and effectively find and use the information available in any subject area.

The student fee allocation is essential to our ability to better serve students.

SFRB Funding Request Form

STUDENT FEE REVIEW BOARD
FISCAL YEAR 2021-2022

DEPARTMENT College of University Libraries & Learning Sciences
VICE PRESIDENT Provost, James Holloway

INDEX # 107046

DESCRIPTION	A ORGANIZATION OPERATING BUDGET 2019 - 2020	B TOTAL BUDGET 2020 - 2021 (not including SFRB)	C SFRB BUDGET 2020 - 2021	D TOTAL BUDGET 2021 - 2022 (not including SFRB)	E SFRB BUDGET REQUESTED 2021 - 2022	F SFRB FUNDING INCREASE/DECREASE REQUEST 2021 - 2022
1 Faculty salaries	3,703,699	3,270,439		3,270,439		-
2 Staff salaries	3,983,337	3,694,924	-	3,694,924		
3 SUBTOTAL NON-STUDENT SALARIES (Line 1+2)	\$ 7,687,036	\$ 6,965,363	\$ -	\$ 6,965,363.00	\$ -	\$ -
4 Student (student employment & workstudy)	366,000	191,934	183,902	191,934	206,902	\$ 23,000.00
5 GA, TA, RA - Pay and Benefits	114,500	49,500		49,500		\$ -
6 Fringe Benefits on Staff & Faculty salaries		2,428,955		2,428,955		\$ -
7 TOTAL COMPENSATION (Lines 3 - 6)	\$ 8,167,536	\$ 9,635,752	\$ 183,902	\$ 9,635,752	\$ 206,902	\$ 23,000
GENERAL EXPENSES						
8 Operating Expenses	\$ 1,160,689	847,980	16,500	847,980		
9 Acquisitions	\$ 5,272,854	4,701,226		4,701,226		
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32 TOTAL GENERAL EXPENSES (Line 8 - 30)	\$ 6,433,543.00	\$ 5,549,206.00	\$ 16,500.00	\$ 5,549,206.00	\$ -	\$ -
33						
34 GRAND TOTAL EXPENSES (Line 7+32)	\$ 14,601,079.00	\$ 15,184,958.00	\$ 200,402.00	\$ 15,184,958.00	\$ 206,902.00	\$ 6,500.00

Form C

External Funding Sources

This form is used **ONLY** if you have **EXTERNAL FUNDING SOURCES**

DEPARTMENT College of University Libraries & Learning Sciences
 VICE PRESIDENT Provost James Holloway
 INDEX(es) # 107046

STUDENT FEE REVIEW BOARD
 FISCAL YEAR 2021-2022

	FUNDING SOURCE	2020-2021 BUDGET	2021-2022 FORECASTED BUDGET	Funding Increase Request for 2021-2022
1	Student Fee Review Board (SFRB)	202,402	206,902	4,500
2	UNM Instruction & General - (now includes fringe)	15,184,958	15,184,958	-
3	Private Donations			-
4	Fundraising/Foundation/Development	217,117	217,117	-
5	State Funding - (now includes UNM Press)	239,650	239,650	-
6	Federal Funding			-
7	Grants (including federal and private)	364,500	364,500	-
8	Self-Generated Revenue	249,077	249,077	-
9				-
10	If Other(s), please list below:			-
11				-
12	OVPR - for portion of the Freedom Collection	200,000	200,000	-
13	General Obligation Bond for Libraries (FY20-FY21)	746,831	746,831	-
14				-
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TOTAL OPERATING INCOME/REVENUE		\$ 17,404,535.00	\$ 17,409,035.00	\$ 4,500.00

*The narrative response to question #5 must reflect this information