



### Funding Application for Fiscal Year 2022-2023

College of University Libraries and Learning Sciences  
Name of Unit

Leo Lo Dean  
Dean/Director Title

Zimmerman Library, MSC05 3020  
Campus Address

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LeoLo@unm.edu  
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LBriggs@unm.edu  
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\$283,542  
Total Amount Requested

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.

Leo Lo  
Submitted By (Print Name)

 9/9/2021  
Department Head Signature Date

Please submit an electronic version of this application via email to [SFRB@unm.edu](mailto:SFRB@unm.edu)

**DUE DATE: September 10, 2021, at 11:59 PM**

\*Late applications will not be considered

## **Executive Summary**

### **University Libraries SFRB Application 2022-2023**

The University Libraries requests \$266,902 in regular funding for 2022-2023. \$218,814 will be used for student employee salaries and \$46,627 will be used for two staff salaries to open Zimmerman Library for extended hours (open until 2am) during the 2022-2023 school year, and for 24 hours during finals. \$1,461 will also be applied to the Foundation surcharge. This is a \$60,000 increase to our FY22 ask. We are asking for this increase to accommodate the minimum wage increase to \$12/hr. by January 2023.

We are also requesting one-time funding of \$16,640 for a textbook affordability project assistant for one year. We hear from students the costs of textbooks and course materials are too high. This graduate student position would help research opportunities to reduce those costs, such as programs in support of open educational resource (OER) creation and adoption.

Funding student employee salaries ensures that we can continue to support the significant number of students we employ. The total University Libraries undergraduate student budget is \$466,240 and we typically employ over 110 students each year. Reducing costs of course materials directly impacts students. Without SFRB support, library services and open hours would have to be significantly cut.

Students who use the library are more likely to stay in school and graduate. 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 is committed to student success. During a normal year, our spaces are intensely used by students. During the pandemic closures we were still able to support classroom and research needs and kept our spaces open. Our traffic numbers this fall are once again rising, showing the desire by students to use our spaces. In general, UNM library use is greater than the total attendance at all UNM home football, basketball, and soccer games combined.

Inflation for library materials, particularly for journals, has continued to increase an average of more than 3% 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. 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. While an additional \$600,000 was restored to the collections budget, we have still had to drastically reduce 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.

### **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 program. 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. Our spaces are once again open to all users.

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 – a critical need in the past 18 months. 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. Throughout the pandemic subject librarians were still providing library research introductions in Zoom class sessions. We offered students a range of technological resources – laptops, desktops, printing, scanning and more once campus reopened.

### **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.

University Libraries worked with the Provost's Office to cover the Kenneth Adams mural "Three Peoples" due to the offensive depictions of cultural groups in New Mexico.

**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?**

The University Libraries uses SFRB funding for student salaries and to fund student and staff salaries to open Zimmerman Library for extended hours during the school year and for 24 hours during finals. Because we were not open for extended hours during the 2020-2021 school year, the entire amount received by the SFRB was allocated to student salaries, as we were committed to employing as many students as possible during the pandemic. Because we plan to open back up for extended hours during the 2021-2022 school year, we have allocated a portion of this funding to our extended hour staff salaries as we have in past years. Having staff and students that keep the library open for extended hours benefits the entire UNM community by providing additional access to research and study spaces.

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 \$206,902 that we were awarded this year for student and extended hours salaries, plus an estimated \$60,000 toward increases in the minimum wage, for a total of \$266,902 in recurring funding.

In addition, we are requesting one-time funding of \$16,640 for a textbook affordability project assistant for one year. The University Libraries have been approached by various student groups and are aware of ongoing needs related to course material access and affordability. It is recognized that course materials, including textbooks and other media, provide important supplementation to student learning and at times can add prohibitive cost to educational opportunities. While there are a variety of existing campus programs and efforts to lower these costs, such as Inclusive Access, instructor adoption of open course materials, and use of content from library subscription packages or instructor placed course reserves, we would like to explore cost-effectiveness of additional means of support such as purchasing of texts outside of packages or grants to support open educational resource (OER) adoption.

To assist in determining the best approaches for the University Libraries to support students in needs around textbooks, we would like to request support for a student assistant to work closely with a librarian on this project. This student would provide assistance in cleaning and analyzing data to help the UL understand how we might fairly and equitably improve course material access by answering questions such: Are students and faculty aware of and using the existing textbook offerings from the library? Do existing ebook platform subscriptions provide adequate accessibility and are there platform preferences? Are licenses that allow one student access at a time sufficient or what might predict need for multiple simultaneous users at higher cost? What parameters should be used for equitably identifying courses to provide textbooks support? In what circumstances is library purchase the most cost-effective option and what options could we support at lower cost? What cost-models could sustain a program to lower student costs for textbooks? This data gathering will help the library understand the current campus environment and help focus future efforts to continue to support students in accessing course materials.

**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, Public Services revenue such as state appropriations to fund the Spanish Colonial Research Center and commissions from Starbucks sales; grants to fund specific projects and initiatives at the library; GO Bond funding (voted on every other year) used for collections purchases; and Foundation funds which are primarily used to supplement collections. Please see Form C for more information. We are expecting a \$600,000 I&G increase to the collections budget to offset the FY21 collections cuts of \$592,726 - this essentially maintains a flat collections budget. However, books and journals experience an average 3% annual inflation rate, and less materials are able to be purchased each year on this flat budget.

**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 also Dean 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 access 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, 110 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 help students 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 has been constructed in the Zimmerman Library Learning Commons. It will officially be opened soon.
- Work on an expanded graduate student commons in Zimmerman Library basement is underway.
- We are participating in the campus-wide accessibility study and planning effort to improve our library spaces and services.

**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. This student-centered digital laboratory in Zimmerman Library is nearly complete and set to open in a few months.
- 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 UL collaborates with Anderson School of Management, the College of Fine Arts, and the Health Sciences Library and Informatics Center 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.

**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.

A few of the comments that our users have left after chatting online with us include:

- "Thank you for your fabulous work! I appreciate librarians so much!"
- "Great response time and willingness to follow up with me with more information."
- "So easy and fast to get help from the chat service. Very grateful"
- "Prompt, clear information. Thanks!"

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

FORM A: FUNDING REQUEST FORM

FORM A				DEPARTMENT	University Libraries & Learning Sciences				
FUNDING REQUEST FORM				VICE PRESIDENT	Provost James Holloway				
				INDEX #	107046				
FISCAL YEAR 2022-2023				A	B	C	D	E	F
DESCRIPTION				ORGANIZATION OPERATING BUDGET 2020-2021	TOTAL BUDGET 2021 - 2022 (not including SFRB)	SFRB BUDGET 2021 - 2022	TOTAL BUDGET 2022 - 2023 (not including SFRB)	SFRB BUDGET REQUESTED 2022- 2023	SFRB FUNDING INCREASE/DECREAS E REQUEST 2022 - 2023
1	Faculty salaries	\$ 3,270,439	\$ 3,238,045	\$ -	\$ 3,238,045			\$ -	
2	Staff salaries	\$ 3,694,924	\$ 3,752,492	\$ 46,627	\$ 3,799,119	\$ 46,627			
3	<b>SUBTOTAL NON-STUDENT SALARIES (Line 1+2)</b>	\$ 6,965,363	\$ 6,990,537	\$ 46,627	\$ 7,037,164	\$ 46,627		\$ -	
4	Student (student employment & workstudy)	\$ 191,934	\$ 307,126	\$ 159,114	\$ 466,240	\$ 218,814			
5	GA, TA, RA - Pay and Benefits	\$ 49,500	\$ 51,400		\$ 51,400				
6	Fringe Benefits on Staff & Faculty salaries	\$ 2,428,955	\$ 2,643,848		\$ 2,643,848				
7	<b>TOTAL COMPENSATION (Lines 3 - 6)</b>	\$ 9,635,752	\$ 9,992,911	\$ 205,741	\$ 10,198,652	\$ 265,441		\$ 59,700	
<b>GENERAL EXPENSES</b>								\$ -	
8	Operating Expenses (foundation surcharge on SFRB)	\$ 847,980	\$ 694,379	\$ 1,161	\$ 695,540	\$ 1,461			
9	Acquisitions	\$ 4,701,226	\$ 4,683,577		\$ 4,683,577				
10									
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29									
30								\$ -	
32	<b>TOTAL GENERAL EXPENSES (Line 8 - 30)</b>	\$ 5,549,206	\$ 5,377,956	\$ 1,161	\$ 5,379,117	\$ 1,461		\$ 300	
34	<b>GRAND TOTAL EXPENSES (Line 7+32)</b>	\$ 15,184,958	\$ 15,370,867	\$ 206,902	\$ 15,577,769	\$ 266,902		\$ 60,000	

Form B: SFRB One-Time Funding Request Form



Use this form **ONLY** if you are requesting **ONE-TIME** funding

DEPARTMENT University Libraries & Learning Sciences  
 VICE PRESIDENT Provost James Holloway  
 INDEX # 107046

STUDENT FEE REVIEW BOARD  
 FISCAL YEAR 2022-2023

Budget for SFRB Funding **ONE-TIME** Request

I

J

	DESCRIPTION	2021-2022 One-Time Request	2021-2022 One-Time Allocation	2022-2023 One-Time Request
1	Textbook Affordability Project Assistant	\$ -	0	16,640
2				
3				
4				
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14				
15				
16				
17	TOTAL One-Time funding (Line 1 thru Line 6)	\$ -		\$ 16,640

\*The narrative response to question #4 must reflect this information

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 2022-2023

FUNDING SOURCE	2021-2022 BUDGET	2022-2023 FORECASTED BUDGET	Funding Increase Request for 2022-2023
1 Student Fee Review Board (SFRB)	206,902	283,542	
2 UNM Instruction & General	15,370,867	15,370,867	-
3 Private Donations			-
4 Fundraising/Foundation/Development	542,222	542,222	-
5 State Funding	97,400	97,400	-
6 Federal Funding			-
7 Grants (including federal and private)	523,922	523,922	-
8 Self-Generated Revenue	247,087	247,087	
9			-
10 <b>If Other(s), please list below:</b>			-
11			-
12 OVPR - for portion of the Freedom Collection	200,000	200,000	-
13 General Obligation Bond for Libraries 2 yr. (FY22-FY23)	504,052	504,052	-
14			-
15			-
16			-
17			-
18			-
19			-
20			
21			
22			
23			
24			
25			-
26			-
27			-
28			
29			-
30			-
<b>TOTAL OPERATING INCOME/REVENUE</b>	<b>\$ 17,692,452.00</b>	<b>\$ 17,769,092.00</b>	<b>\$ -</b>

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