

University Libraries: Supporting Research, Teaching and Learning

This overview of the budget authority for University Libraries is intended to make the sources and uses of funds transparent to the university community.

Table of Contents

I. University Libraries Mission and Fiscal Philosophy

a. The Libraries Mission

b. The Libraries Service Values

c. The Libraries Fiscal Philosophy

II. University Libraries Operating Budget Process

III. University Libraries Fund Sources

IV. University Libraries Fund Uses

V. Value Added to the University through the University Libraries Budget

I. University Libraries Mission and Fiscal Philosophy

To be a world-class library system by providing outstanding information resources and services in support of research, teaching, and learning.

a. The Libraries Mission

The Ohio State University Libraries are committed to meeting the diverse and changing information needs of the university's students, faculty, and staff, and to participating in resource sharing programs throughout Ohio and the world. The Libraries' facilities, collections, services, instruction, and scholarship contribute to the university's attainment of excellence in teaching, research, and service. To these ends, the Libraries collect, create, organize, manage, preserve, and provide access to information sources, and foster an environment conducive to academic inquiry, scholarly communication, creative achievement, and lifelong learning.

b. The Libraries Service Values

- **Learning**--Advocate learning as a primary library principle in all interactions, including support of decision making at all levels and encouragement of professional growth and development.
- **Meeting Needs**--Assess needs and provide service and/or needed resources, accurately and in a timely manner.
- **Respectful Interactions**--Exercise a positive attitude, appreciate differences, maintain confidentiality, and provide a supportive atmosphere for inquiry and effective dialogue/communication.
- **Stewardship**--Acquire, preserve, and protect human and information resources and maintain physical facilities to enhance the learning environment.
- **Creativity**--Take the initiative; be dynamic and innovative in meeting people's needs, being willing to take risks and maintaining the flexibility to adapt to changing circumstances.
- **Interdependence**--Collaborate within and among library units, and foster partnerships and outreach to the larger community to ensure/enhance successful operation and accountability.

c. The University Libraries Fiscal Philosophy

With its mission and service values as the foundation, the University Libraries' fiscal philosophy is to ensure integrity, accountability, foster quality and achieve the highest standards of service within our budgetary resources. All budgetary decision-making and fiduciary responsibilities in the University Libraries are carried out in accordance with the rules and regulations set out by the University, Board of Trustees, State of Ohio, and the federal government.

II. University Libraries Operating Budget Process

The operating budgets for central support units such as the University Libraries are determined during an annual central budget decision-making process. The greater part of the operating budget, about 95% for the Libraries, is derived from a central tax, with supplemental funding coming from endowments (2%), Trademark and Licensing (2%), and earnings on library services (1%) such as fines and lost books, and copy services.

The University Libraries, as one of eight major operating units that report to the Office of Academic Affairs (OAA), submits its annual budget report (including external mandates, and/or service improvements requests) to OAA for an initial review. The Provost and relevant staff compile one OAA budget report that is submitted to the Central Support Unit Subcommittee of the University Senate Fiscal Committee, the full University Senate Fiscal Committee, the Council of Deans, and the President's Cabinet for consideration.

III. University Libraries Fund Sources

In fiscal year 2007, the University Libraries' Present Budget Allocation (PBA) or general funds operating budget was \$24,863,752. The University Libraries also receives funds from its endowments, trademark and licensing, and earnings. The following table shows the breakdown of the University Libraries funds sources for fiscal years 2007 and 2006.

Table I - University Libraries Funds Sources: FY 2007 & FY 2006

University Libraries Funds - Sources	FY 2007	FY 2006	\$ Increase FY07 over FY06	% Increase FY07 over FY06
Present Budget Allocation (PBA)	24,863,752	24,341,165	522,587	2%
Indirect Cost Allocation	46,170	72,611	(26,441)	-36%
Endowment Income	2,343,670	583,748	1,759,922	301%
Board Of Regents - Depository	380,103	354,937	25,166	7%
Trademark & Licensing	407,705	340,586	67,119	20%
Earnings	323,626	502,966	(179,340)	-36%
Service Improvement *	-	390,000	(390,000)	-100%
Renovation Income **	2,806,141	2,801,018	5,124	0%
Additional Funds - POM ***	1,835,801	-	1,835,801	0%
Total Funds	\$ 33,006,968	\$ 29,387,031	\$ 3,619,938	12%

* Service Improvement for Acquisitions

** Development funds for Thompson Library renovation

*** Additional POM as a result of vacating Thompson Library for 3 years (2006 - 2009)

IV. University Libraries Fund Uses

The University Libraries' budget can be divided into four broad categories of use: personnel (56%), acquisitions (29%), supplies and services (12%), and equipment (2%).

Personnel, which is the largest category, includes more than 400 FTE staff who work in 20 library facilities on and off campus. The Libraries staff is comprised of 63 librarians, 35 administrative and professional employees, 155 civil service employees, and 450 part-time student assistants. These staff select and order library material; catalog, store, and preserve library material; and assist faculty and students in the use of library materials and facilities through instruction, reference, circulation, and document delivery service.

Acquisition funds are used to purchase books, journals, and other forms of scholarship and information that are used by students and faculty in their learning, teaching, and research. Acquisition funds are traditionally divided between one-time purchases for monographs and standing orders for continuations such as journal, newspaper and reference tool subscriptions. In recent years, acquisition funds use has become much more complicated and sophisticated with consortial purchasing through OhioLINK and the CIC Library Initiative and with a broader range of collections to support that include print and digital assets, unique special collections, and more informal scholarly works such as learning objects, scientific data sets, and working papers.

Supplies, services and equipment make up a smaller portion of University Libraries fund use, but are nevertheless vitally important. As the Libraries become more information technology dependent, costs for networking, software and computer device purchases and upgrades must be supported. Library facilities—and their associated costs—are also undergoing a period of substantial change as space is reassigned and redesigned for more computer-based information services and active learning work areas.

The following table summarizes the use of the University Libraries funds in fiscal year 2007 and 2006.

Table II - University Libraries Funds Uses: FY 2007 & FY 2006

Thompson Library Funds - Uses	FY 2007	FY 2006	\$ Increase FY07 over FY06	% Increase FY07 over FY06
Personnel				
Faculty	3,827,039	3,705,076	121,963	3%
Administrative & Professional	2,456,143	1,902,552	553,591	29%
Classified Civil Service	4,484,786	4,754,754	(269,968)	-6%
Student Assistants	2,409,559	2,277,990	131,569	6%
OIT Support Payroll *	435,301	304,324	130,978	43%
Benefits	4,079,000	3,746,681	332,319	9%
Acquisitions				
Monographs	3,040,042	3,331,157	(291,115)	-9%
Continuations	5,179,063	6,273,477	(1,094,414)	-17%
Supplies and Services	1,912,279	1,767,876	144,403	8%
Equipment	335,340	121,905	213,435	175%
OIT Equipment *	315,492	305,488	10,004	3%
SIS Assessment **	125,944	-	125,944	100%
Ackerman Rent ***	1,660,018	-	1,660,018	100%
Transfer of Thompson Renovation Funds ****	6,006,311	3,673,652	2,332,659	63%
Total Uses	\$36,266,317	\$ 32,164,932	\$ 4,101,385	13%

* University Library support to OIT for personnel and equipment.

** One time assessment for Student Information System

*** Ackerman Rent for Thompson Library swing space

**** Cash transferred to FOD for Thompson Library renovation project

V. Value Added to the University through the University Libraries' Budget

The Ohio State University Libraries uses the budget to provide a physical and virtual environment with information resources and services that support the life-long and active learning needs of students and the research productivity of faculty. The Libraries selects and acquires appropriate records of knowledge, creates and organizes efficient tools for retrieval, and preserves these resources for future use.

Progress toward achieving this mission and proof of value added by the University Libraries' budget have been demonstrated as the Libraries:

- Planned and implemented the major renovation of the Thompson Library;
- Collaborated with OIT to improve the learning environment by building the new Sullivant Hall Learning Commons that integrates library services and leading edge technology.

- Led master planning efforts for improving learning space in the Science and Engineering Library;
- Developed and implemented study space in the old Long's Bookstore (Study Space Along High—SPAH);
- Partnered with the Office of Technology Enhanced Learning and Research (TELRL) to assist in activities at the Digital Union in the Science & Engineering Library;
- Worked cooperatively with OhioLINK and CIC libraries in order to maximize services and acquisitions;
- Implemented enhanced document delivery and interlibrary loan program;
- Collaborated with the Office of Technology Enhanced Learning and Research (TELRL) to move electronic course reserves into Carmen to provide more reliable operation and secure access to copyrighted materials;
- Partnered with the Office of the CIO on the Knowledge Bank project, an enterprise-wide digital content repository;
- Led efforts with OSU:Pro; a web-based faculty and staff information system to collect and track professional activities;
- Migrated journal collections from print to electronic formats for better access and economy;
- Cooperated closely with the Office of the CIO, University Press, and academic units for scholarly communication issues;
- Provided active leadership and participated in OCLC, OhioLINK, ARL, and CIC;
- Led cooperative library-wide efforts in education, research, and knowledge management, supporting such programs as Targeted Investments in Excellence, OSU Course enhancement grants, copyright management, textbook access for large courses, and scientific data curation.