A. Expenditure and Carryover Summary

The summary schedule for expenditures and carryover is provided in Appendix A.

Additional details on FY11 expenditures are provided in Appendix B.

B. Use of FY12 carryover funds

The carryover from FY11 into FY12 is $1,101.99. This is 0.4% of FY11 revenue. This extremely low carryover is in keeping with the Library’s goal of putting CAC funds to use. FY11 carryover funds will be included with FY12 revenue as FY12 Library CAC budget plans are developed. As usual, we anticipate the FY12 Library CAC budget will earmark $25,000 for one-time projects that are proposed by library staff to directly support student computing in the Library.

C. Planned allocation and allocation methods for the next fiscal year

At present, we anticipate that most of the Library’s FY12 allocation will be spent on ongoing maintenance and support of the existing e-Library infrastructure.

The Library’s allocation methods do not vary from year to year. A budget is prepared by the Dean in consultation with her administrative cabinet, and is reviewed by the Library’s (internal) CAC Committee, which consists of one library faculty member, one library P&S employee (currently the Associate Dean for Research & Access and the Assistant Director for Information Technology, respectively), and two appointed student representatives. Student representatives are chosen in a manner to encourage diversity (e.g., balance between undergraduate/graduate, male/female, science & technology/social sciences & humanities background, etc.). This same committee has a variety of other responsibilities, including: (1) reviewing the internal proposals from Library staff for one-time CAC-funded purchases, and making recommendations regarding these proposals to the Library Dean; (2) reviewing and commenting on any Library proposals for competitive central CAC funds; and (3) providing feedback and advice to the Library’s representative to the University CAC Committee, particularly regarding the annual review of central CAC proposals.
D. **Current projects and impact on student learning**

The first stated goal in the ISU Library’s current Strategic Plan (2005-2010) is to “provide information, collections, research tools, and reference and access services to support and strengthen learning and teaching across the university, [and to] promote the integration of library resources and information technologies with instruction.” This goal will continue to figure prominently in the new strategic plan (for 2010-2015) the library is currently drafting. In support of this goal, the Library makes a sizeable and ongoing investment in IT infrastructure and services that directly benefit the ISU student body. This includes hardware and software in a wide variety of locations in the physical library system (Parks Library, the Veterinary Medical Library, and the Design Reading Room), as well as the infrastructure for the web-based e-Library. Support personnel also play a key role in ensuring that students make effective and efficient use of the Library’s growing array of computer-based systems, services, and information resources. Across all these areas, the Library makes use of CAC Central Pool allocations, and seeks to ensure that students benefit optimally from this particular use of their computer fees.

The Library CAC committee received several proposals in FY11 to spend the $25,000 that is typically earmarked annually for one-time projects in support of student computing. The top-rated proposal that was ultimately approved for funding was to replace selected hardware and upgrade corresponding software in the Multimedia Production Studios in Parks Library. This included the purchase of eight new dual-boot Mac computers. There was strong consensus among Library CAC members that these studios are a crucial component of the Learning Connections Center, and that hardware and software in these rooms need to be kept as close as possible to state-of-the-art. It’s also important that workstations be compatible with the latest-model peripherals such as scanners and camcorders. A second proposal that received strong support and was likewise approved for funding was to equip a newly-constructed library classroom (the Special Collections Classroom on Floor 4 of Parks Library) with an instructor’s workstation and state-of-the-art media equipment, allowing for group viewing of presentations emanating from the Web, PowerPoint, physical AV formats (VHS and DVD), and digital camera. Although the 4th floor classroom has been optimized for use by the Special Collections and Preservation Departments, both of which have growing instruction and outreach programs, it will also be used for other library instruction, including the Library 160 program that deals with some 6,500 students each year.

Based on regular surveys of the ISU community, roughly 40% of undergraduate students and 80% of graduate students use the e-Library collections and services on at least a
weekly basis. The vast majority of the Library’s current journal collection is now available online, along with a growing number of e-books and other electronic resources (including journal indexes and full-text article databases). The e-Library serves as a gateway to online collections, but also provides sophisticated “discovery and delivery” tools to assist users in identifying, retrieving, and utilizing information resources, along with a wide variety of online services. The latter include synchronous “chat” reference service, online user account information, and interactive request forms for circulation and delivery services, interlibrary loan, and purchase requests. Throughout FY11, CAC funds were used to pay ongoing hardware and software maintenance fees for various e-Library components.

Support personnel in the Library play a key role in ensuring that students make optimal use of public computing equipment, information technologies, and online information resources & services. In FY11, CAC funds supported a limited number of casual-hourly student employees in the following areas: e-Reserve Processing (i.e., students digitizing course reserve material in a variety of formats, for delivery via the e-Library); Learning Connections Center (students trained to assist users working with the Library’s growing array of multi-media production equipment); Information Technology Department (students who assist in maintaining the Library’s more than 250 public computers, along with printers and peripherals); and the Veterinary Medical Library Service Desk (students trained to assist users of computer-based equipment and services in this facility, including the e-Library).

Thanks in part to the Library’s use of student computer fees, a student at ISU is able to visit the ISU Library’s physical facilities up to 102 hours per week and find there a growing number of public-access computers (both PCs and Macs), networked laser printers, scanners, multi-media production equipment, and other peripherals, all maintained in good working order and replaced/upgraded on a reasonable cycle. Using IT equipment and services within the Library, students can simultaneously consult information resources, conduct research, and complete projects (term papers, PowerPoint and other multi-media presentations, etc.) in a “full-service” environment. Students can likewise access the web-based e-Library from remote locations on a 24/7 basis, and therein find a growing array of electronic-resources, including full-text journal articles, and a plethora of electronic services. To provide but one illustration: a student might locate (through author, title, keyword, or structured subject searching, using a variety of “discovery” tools) the citations to five relevant journal articles to support a research paper; might then link seamlessly (through the SFX link resolver) to the full-text of three of these articles; might request the fourth article via Interlibrary Loan (using an online request form, and anticipating the delivery of that article via email, as a PDF file); and finally might contact (via live chat) a
reference librarian to discuss some access problem related to the fifth article. In the case of both the physical library and the e-library, support personnel are prepared to assist students in understanding, navigating, and exploiting the resources in these learning environments.
### Allocation and Expenditures Summary

<table>
<thead>
<tr>
<th>Allocation and Carryover</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYII Allocation 274,574.60</td>
<td>Expenditures - FYII 191,633.60</td>
</tr>
<tr>
<td>Special Fees 23,466.57</td>
<td>commitments yet to be realized 105,505.58</td>
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<tr>
<td>FYII Carryover 23,466.57</td>
<td>FY II Carryover 1,101.99</td>
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<tr>
<td>Total Available 298,041.17</td>
<td>Expenditures (real and projected) - FYI1 298,041.17</td>
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Note: Difference of "Allocation/Carryover" minus "Expenditures/FYII Carryover" should equal zero.

<table>
<thead>
<tr>
<th>Account Num</th>
<th>Title</th>
<th>FY09 Carry Forward Balance</th>
<th>Allocaton/Total Receipts</th>
<th>Total Personnel</th>
<th>Total Services, Information, Communication</th>
<th>Total Utilities, Maint &amp; Repair</th>
<th>Total Miscellaneous</th>
<th>Total Capital Transactions</th>
<th>Office Supplies</th>
<th>Total Expenditures</th>
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<tbody>
<tr>
<td>202-09-10-10 COMPUTER FEES-LIBRARY</td>
<td>23,466.57</td>
<td>274,574.60</td>
<td>25,430.67</td>
<td>127,683.86</td>
<td>22,505.72</td>
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<td>1,537.85</td>
<td>14,475.50</td>
<td>0.00</td>
<td>191,633.60</td>
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</tbody>
</table>

1) Salaries, wages and fringe benefits.
2) Includes software, data service, computer supplies, and other computer related expenses.
3) Includes expendable equipment, printing, photocopy supplies, hardware supplies, photo/audio/visual supplies, etc.
4) Includes graduate student tuition for graduate students working and paid on CAC funds where no other tuition support exists.
5) Includes assets with a useful life of more than one year and a cost of $2,000 or more.
6) Includes distribution of computer fees from college account or among department accounts.

Entity *Account Number*
Category ISU_PYI
Account *Header columns*
Period JUN 11
Frequency M.YTD
Application fundapp
sector