DELTA STATE UNIVERSITY
For the Calendar Year 1999
And Budget Request 2001
(Revised)

I. UNIT TITLE: Instructional Resources Center

UNIT ADMINISTRATOR: Frieda Quon

II. DATA AND INFORMATION FOR DEPARTMENT

- The activities of the Instructional Resources Center in 1999 were focused on the move to the W. B. Roberts Library.
  - The entire collection was reviewed and decisions were made as to what would be moved or deselected.
  - Deselection of outdated materials was accomplished with key faculty members in each department of each college being consulted.
  - Decisions were made regarding media in relevant subject areas that should be replaced with a newer format.
  - 2,462 items (out-of-date filmstrips, kits, games, handbooks, 8mm and 16mm films, 3/4” format videotapes, and, books) were deselected in 1999.
  - Deselected materials were made available to local area schools, public libraries, and other learning institutions.
  - Poorly functioning audio-visual equipment was removed from the inventory.

- The IRC was moved to the W.B. Roberts Library during the interim between the summer and fall terms of 1999. It is now located on first floor, with a view looking down Court Street.

- The IRC has more than doubled in space and seating capacity. A production area is available for students preparing class projects. Students have access to virtually all types of information sources in either print, traditional audio-visual, or electronic format.

- Fifteen individual audio/video-listening/viewing stations and eight computer based multi-media stations were added, although the new audio-visual equipment for these has not been received.
  - Eight more computer stations will eventually be added to the IRC for a full compliment of sixteen. Computers in the IRC provide internet and network access and are available for software review. The computers can be repurposed according to need throughout the year.
  - Electronic databases are available in the IRC through internet access (Netscape); these include databases accessed through MAGNOLIA, EBSCOhost, and Websprs.
  - Two listening/viewing rooms are available for group use.
  - As part of the final equipment purchases for the library renovation and building project, equipment would be added which would enable users to reproduce media from all formats held by the IRC.
• The IRC hours have been extended from 52 to 74 hours per week. Current hours are:
  ➢ Monday - Thursday: 8:00am-9:00pm
  ➢ Friday: 8:00am-4:00pm
  ➢ Saturday: 10:00am-5:00pm
  ➢ Sunday: 2:00am-9:00pm
• In order to accommodate these additional hours, a permanent, part-time employee was added to the staff for twenty-four hours per week.
• With the availability of additional shelving, materials were reorganized in an effort to make the collection more user-friendly.
• Efforts to make the IRC collection more accessible include the following:
  ➢ Appropriate signage was installed to indicate where different materials are located.
  ➢ General IRC books were separated from the textbooks. Textbooks were then identified as “TEXT” with a yellow label.
  ➢ A new cabinet containing most of the music on compact disks is now available in the main IRC stacks, making them more accessible to the patrons. Dewey Decimal dividers were added to identify different classification sections. (In Ewing the CDs were housed with the LPs on reserve.)
  ➢ The big books are now in a special section for plastic hang-up bags, which protect and make them easier to find. A book dummy will be placed in the juvenile collection indicating where these books can be located, as well as a pathfinder listing these titles. The big book format has been a very popular choice for students and teachers conducting readings to large classroom groups.
  ➢ Book dummies indicating the Caldecott Award books on display have been added to the juvenile collection.
  ➢ The IRC now has its own Web page with a list of new video holdings, and links to lesson plans. Future plans are to add more educational links to assist teachers with lesson plans, and the State of Mississippi Framework Curriculum Guide.
  ➢ The IRC has created a number of pathfinders on relevant topics such as Multi-cultural, Wordless, Language Arts, Math, Science, and Social Studies resources. The hard copies of the pathfinders are available in the display rack in the IRC and will be added to the web site. The pathfinders and the IRC materials have been very useful at area seminars conducted by Curriculum and Instruction (C&I) faculty.
  ➢ Caldecott and Newbery books in the circulating collection had spine labels added to identify these award-winning books.
  ➢ Plans are to add and showcase the Coretta Scott King books as we acquire more of them, by adding spine labels and official American Library Association seals.
• The entire Video and CD collection had Tattle-Tape (security strips) added.
Substantial portions of the IRC holdings are not included in the on-line catalog. Conversion-on-the-fly was implemented to incorporate the balance of the IRC materials into the on-line catalog. As materials are checked out, a short record is made for it in the on-line catalog. When this item is returned, it is sent to cataloging for a full record.

7181 items were circulated in 1999. Circulation records are now maintained on GEAC. Prior to the move, materials were circulated in GEAC, DATA TREK (the old electronic system), and on cards.

A ten-computer Technical Learning Center lab was installed within the IRC. It will be used by instructors to develop multi-media presentations and courses.

The focus of collection development in the IRC has been in acquiring juvenile books, audiovisual and multi-media materials, professional resources, and teacher resource aids. During 1999, 2149 new holdings were added.

With the continued demand for multi-cultural materials, the Coretta Scott King Award winners and honor books, as well as other books and materials for other ethnic groups were ordered.

With the increase in teacher resources, many students, professors, and area teachers are utilizing the IRC to design lesson plans.

State Textbook Hearings were held at Delta State University last spring, resulting in the donation of all of the textbooks reviewed at that time. Textbooks valued at more than $20,000 dollars were added to the collection at great savings to the university. These books are now available to students for class assignments and to area teachers for review.

The Video Collection has increased tremendously with suggestions for additions being made by most of the academic departments, as well as choices from the IRC staff. Of the 2149 new holdings added in 1999, 776 items were for the video collection.

Additional Ellison dies were purchased this year, as well as a new machine. The dies continue to be a popular resource for our students and for teachers from area schools.

Tours of the IRC have been conducted by the IRC staff on the average of five a month throughout the year. A total of 57 classes visited the IRC in 1999.

The IRC now has a Procedure Manual for standard policies and procedures such as the check outroutine, new patron registration, placing students in/out of Banner hold, and deselection.

Efforts to replace obsolete media in current formats continues.

A new initiative to provide computers loaded with software to be reviewed by students, as requested by instructors, will be undertaken in 2000.

It is proposed that a new initiative be implemented to track the use of books and media held on reserve in the IRC in 2000.
III. PERSONNEL:

Noteworthy activities and accomplishments:
- Joanne Helms who began work in the IRC on December 1, 1998; was on maternity leave from November 1999 to January 2000, and resigned in January 2000.
- Sheila Rayner began work in September 1999 as a permanent part-time Library Assistant, Level 5, working 24 hours per week.
- During Joanne Helms' maternity leave, Sheila Rayner and Jenna Deason, who had been working in the Reference Department, increased their work hours to cover operations in the IRC.
- Vicki Bond, Coordinator of Instructional Technologies, joined the IRC in December 1999.
- Frieda Quon arranged for the District 15 State Textbook Hearings to be held at DSU, resulting in the donation of the textbooks reviewed that year.
- Frieda Quon attended MAGNOLIA training at Mississippi Delta Community College.
- Frieda Quon and Joanne Helms attended the six session, Staff Development Workshop on Human Relations Skills presented by Mrs. Edwina Edwards.
- Frieda Quon attended Fred Pryor's Seminar on Coaching Skills.
- Sheila Rayner attended Fred Pryor's Seminar on Evelyn Wood Reading Dynamics for Business Professionals.
- Frieda Quon was elected to serve as professional at-large representative on the Administrative Staff Council.
- Frieda Quon served as Library Liaison to:
  ➢ Division of Curriculum and Instruction, Leadership, and Research.
  ➢ Curriculum and Instruction Doctoral program.
  ➢ Division of Behavioral Sciences.
- Frieda Quon attended Banner Training by ITS.

Recommended Change of Status (such as promotion, tenure, change in responsibilities):
- We have asked for classification status of the new permanent part-time, twenty-four hour position.

New Position Request:
- No new positions are requested.

IV. GOALS/OUTCOMES ASSESSMENTS:

UNIT GOAL 1:
Evaluate, select, deselect and acquire materials in varied formats as well as equipment that support the mission of the IRC.
INSTITUTIONAL GOAL:
Provide the resources, facilities, and the physical environment, which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.

EXPECTED RESULTS:
Provide informational materials in varied formats as well as equipment that will fulfill patrons instructional needs.

ASSESSMENT PROCEDURES:
Usage of the survey "How Do We Rate?" designed to ascertain IRC effectiveness.

One-on-one consultations were held with faculty and students.

Obtained and reviewed course syllabi from faculty that use the IRC.

Meetings were attended with the Faculty Library Committee.

Feedback was taken from informal documentation of special requests and a running tally on incidental requests.

The IRC policy book and weeding criteria procedures were consulted.

The Audio-Visual Staff were asked to advise the IRC regarding equipment.

ACTUAL RESULTS:
Results on our "How Do We Rate?" survey guided us on improvement of services and provided suggestions for collection development.

Consultation with faculty and students through formal and informal discussion provided guidance to areas within the collection that needed additional material.

Course syllabi indicated gaps in the IRC collection.

Special requests and a running tally on incidental requests were used to determine software and instructional materials needs.

IRC materials were deselected according to the IRC policy book and weeding criteria and as a result of consultation with faculty.

The DSU Audio-Visual Department was asked to help assess equipment and audio-visual needs of the IRC.
USE OF RESULTS:
Books and media were purchased in key areas of the collection as determined by assessment procedures. As a result orders were submitted for juvenile titles, teacher resource materials, videotapes, CD-ROMs and computer software.

Consultation with instructors and students in the College of Education identified the need for the IRC to carry more public school textbooks, particularly the Teacher Editions. Complimentary textbooks were obtained by the IRC from textbook hearings hosted by Delta State University in March, 1999. These state-adopted Pre-K through high school textbooks are now available for student and faculty use, along with a list of Mississippi Education Department curriculum guides.

Filmstrips, kits, 8mm and 16mm films, ¾” format videotapes, and books were identified as out-of-date, deselected, and offered to area elementary, middle and high school librarians.

Patronage in the IRC has changed. Less “drop-in” traffic occurs. Extended usage by entire classes has increased from an average of three per month to five.

Faculty and students are just beginning to make use of software review capabilities. Faculty members are placing more media items on reserve

Based upon recommendation of the DSU Audio-Visual Department poorly functionally audio-visual equipment was removed from the inventory. Remaining equipment is now available for individual and group use.

Additional dies for the Ellison Letter Machine and a new machine were purchased as a result of patron requests and usage.

Deselecting continues as an on-going procedure.

Maintaining present funding is crucial in order to replace outdated materials and for developing a balanced collection. Maintaining the present budgetary funding level for books and audio-visual materials is therefore requested.

UNIT GOAL 2:
Improve the accessibility of the resources of the IRC to better serve the Delta State University students, faculty, and community.

INSTITUTIONAL GOAL:
Provide the resources, facilities and the physical environment, which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.
EXPECTED RESULTS:
Providing accessibility of the resources of the IRC, in any type format, needed to fulfill instructional activities and research programs for the Delta State University students, faculty, and community.

ASSESSMENT PROCEDURES:
Usage of the survey “How Do We Rate” designed to ascertain IRC effectiveness.

Meetings were held with faculty to determine their needs.

Informal consultations were held with students in regard to their specific requests.

Course syllabi were obtained from faculty that uses the IRC and compared to collection holdings.

Meetings were attended with the Faculty Library Committee.

Notation was taken of patrons suggestions about subject areas that we lacked in the IRC collection.

ACTUAL RESULTS:
Faculty members suggested that the IRC collection be made more “user-friendly”.

Assessment procedures showed a need for the IRC to be open additional hours.

IRC holdings in the card catalog needed to be converted to the on line catalog.

Patrons wanted access to the list of new videos as they are added to the IRC collection.

A need was recognized for standardization of circulation procedures with the Roberts Library.

Collection development needed to be concentrated on specific topics that had been identified by faculty and student requests.

USE OF RESULTS:
Rollout for the opening of the IRC to the Roberts Library was achieved in August 1999. Moving the IRC vastly improved the physical facilities, making materials more accessible to all users. Floor space has been greatly expanded. More shelving space for materials provides space for all of the different formats housed in the IRC. Students have room to study individually and in groups. There is a production area equipped with the necessary tools to create classroom teaching aids.
Appropriate signage was installed to indicate where different materials are located.

General IRC books were separated from the textbooks. Textbooks were then identified as “TEXT” with a yellow label.

Students have access to all types of information sources in either print, traditional audio-visual, or electronic format.

Fifteen individual audio/video-listening/viewing stations and eight computers based multi-media stations were added, although the new audio-visual equipment for these has not been received. Eight more computer stations will eventually be added to the IRC for a full complement of sixteen. Computers in the IRC provide internet and network access and are available for software review. The computers can be reconfigured according to need throughout the year. Electronic databases are available in the IRC through internet access (Netscape); these include databases accessed through MAGNOLIA, EBSCOhost, and Webspirs.

Two listening/viewing rooms are available for group use. As part of the final equipment purchases for the library renovation and building project, equipment will be added which will enable users to reproduce media from all formats held by the IRC.

A new cabinet containing most of the music on compact disks is now available in the main IRC stacks, making them more accessible to patrons. Dewey Decimal dividers were added to identify different classification sections. Also, juvenile compact disks are in a separate drawer and are labeled as “Juvenile.”

Hours were expanded to closely match those of the other departments within the Roberts Library. Hours in the IRC were increased from 52 hours per week in the Ewing Building to 74 hours in the Roberts Library. Evening and weekend hours make the facility more available to community users.

In order to accommodate these additional hours, a permanent, part-time employee was added to the staff for twenty-four hours per week.

Progress on the retrospective conversion of descriptive information for input in MERLIN, the on line catalog is slow due to inadequate staffing levels. Conversion-on-the-fly was implemented to incorporate the balance of the IRC materials into the on line catalog. As materials are checked out, a short record is made for it in the on line catalog. When this item is returned, it is sent to cataloging for a full record.

The IRC has its own Web page which carries the following information: a list of new video holdings organized by date of acquisition, links to State of Mississippi Curriculum Framework Guide, links to award-winning book lists, links to lesson plans, and a list of Pathfinders for specific topics of interest.
Hard copies of Pathfinder lists are available in the IRC and are also available on the IRC web site. The Pathfinders have been very useful at area seminars conducted by Curriculum and Instruction (C&I) faculty.

Caldecott and Newbery books in the circulating collection had spine labels added to identify these award-winning books. Plans are to add and showcase the Coretta Scott King books as we acquire more of them, by adding spine labels and the official seal of the American Library Association.

The IRC is a more attractive, user-friendly space that has the potential to serve more patrons than it did in the past. Special displays are regularly mounted, faculty members are constantly encouraged to use the facility, and patronage is increasing.

UNIT GOAL 3:
Promote faculty and student involvement in the selection of and effective utilization of the resources of the IRC.

INSTITUTIONAL GOAL:
Provide the resources, facilities and physical environment, which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.

EXPECTED RESULTS:
Actively involve faculty and students in the selection of and effective utilization of the resources of the IRC.

ASSESSMENT PROCEDURES:
Usage of the survey “How Do We Rate” designed to ascertain IRC effectiveness.

Meetings were held with faculty on an individual basis to identify curriculum needs.

Informal consultations were made with students regarding specific requests.

Obtained course syllabi from faculty that use the IRC.

Visited area schools in order to ascertain the library resource needs that their new teachers should be exposed to.

Maintained contacts with Library Liaisons: Curriculum and Instruction and Division of Behavioral Sciences.
Meetings were attended with the Faculty Library Committee.

Notation was made of subject areas that we lacked in our collection according to patron suggestions.

**ACTUAL RESULTS:**
Instructors suggested that the IRC make more use of displays to showcase students work.

Requests were made for other displays to be featured within the IRC to create interest and serve as a model for students.

Instructors from the College of Education suggested that IRC personnel visit area schools to get ideas and promote the IRC.

The patrons suggested that the public was not aware of materials available within the IRC and an effort should be made to promote these resources.

**USE OF RESULTS:**
The selection of new materials and deselecting of obsolete materials were made with input from the patrons of the IRC.

Information was supplied to the new faculty packet about the services and holdings of the IRC.

Students MTAI portfolios were displayed during the year.

The Science Fair, Insects, Dinosaurs, and China were subjects of other displays and created a great deal of community interest.

Visits were made to Nailor Elementary School, Pearman Elementary School, Cypress Park Elementary School, Cleveland High School, Eastside High School, and Hayes Cooper Magnet School. The IRC staff observed classes to see what was current in classroom teaching. They also talked with faculty and students to promote the IRC facility at DSU.

The DSU campus paper featured the services of the IRC and area newspapers (Greenville, Greenwood, Cleveland, and Clarksdale) picked up the article, in turn.

The IRC now has a web presence on the DSU Library site. The IRC page links to Mississippi Frameworks and Lesson Plans and features a listing of new videos, pathfinder titles, and award-winning booklists such as the Caldecott and Newbery Award Winners.
### Delta State University

**Unit Budget Plan**

**FY 2001 Budget**

**AS OF 07-MAR-2000**

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## Instructional Resources

**FUND:** 10  Unrestricted General Fund

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### Justification:

* Actual funding this year.

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**PROGRAM TOTAL:**

- **Total Revenue**
- **Total Labor**: 53,167.00
- **Total Expense**: 41,947.00
- **Total Transfers**: .00
- **Total Net**: -95,114.00

**FU TOTAL:**

- **Total Revenue**
- **Total Labor**: 53,167.00
- **Total Expense**: 41,947.00
- **Total Transfers**: .00
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FUND: 10 Unrestricted General Fund

Prior Year Phase 1: AdjBud Phase 2: Change Phase 3: Apprvd Priority

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BUDGET JUSTIFICATION:

1. **78160 (Library Books)**  
   *Note: 1999-00 funding for this account is actually $25,000, not $5,000.*  
   These funds are pooled with those from the Roberts Library Budget and allocated to academic departments for book purchases. The loss of this $20,000, combined with the funds lost in the Roberts Library Budget would probably result in no library book purchases by departments next year. I am requesting that the book budget be supported with recurring funds at the $25,000 level.

2. **78189 (Audio Visual Materials)**  
   *Note: 1999-00 funding for this account is actually $19,850, not $7,850.*  
   These funds are pooled with those from the Roberts Library Budget and allocated to academic departments for audio visual (and book) purchases. The loss of this $12,000, combined with the funds lost in the Roberts Library Book Budget would probably result in no book and audio visual materials purchases by departments next year. I am requesting that the audio visual materials budget be supported with recurring funds at the $19,850 level.