DELTA STATE UNIVERSITY: ANNUAL REPORT (revised)
for the Calendar Year 1999
and Budget Request 2001

I. Unit Title: Library Services - General Library

Unit Administrator: Terry S. Latour

II. Data and Information for Department:

A. Statistical Overview:

Bound Volumes 300,574
Microforms 713,022
Audio Visual Materials 15,173
Serials Subscriptions 1,364
Journals Titles Accessible Through Full-Text Electronic Databases 3,178

Circulation of Materials Outside the Building 40,202
Circulation of Reserve Materials 5,792
Items Borrowed From Other Libraries 1,206
Items Loaned to Other Libraries 1,953
Electronic Full-Text Journal Articles Used 310,356

Bibliographic Instruction 1,274
Facilities use 111,802

Age of Collection:
Percent of holdings 5 years old or less (improvement of 2.3%) 9.7%
Percent of holdings 15 years old or more 80.3%

Staffing:
Number of librarians is 78% of ACRL Standard (11 instead of 14).
Number of support staff is 41% of ACRL Standard (11.6 instead of 28).

Budget:
Budget funding level is 71% of the ACRL Standard.
B. Noteworthy Activities and Accomplishments:

The entire library collection and all staff services were either moved back into the new building or relocated from temporary quarters within the new addition. More than 300,000 volumes were successfully moved, with no loss of order or control, in a two and a half week period. Forty-four new public and staff computers were added to the library and the data network infrastructure, to support online computer access, was installed in the recently finished construction areas. Through the outstanding efforts of the staff, all materials, equipment, and services were available in their new locations by the day of Fall Registration.

For another year, the staff of Roberts Library exercised a great deal of dedication and patience with the disruptions, inconveniences, and dislocations associated with the ever intrusive construction project and move. Most people would find it difficult to understand the full extent of the problems faced by the staff. They are to be commended for doing as much as they possibly could to minimize the disruptions and inconveniences experienced by our users during the past year.

Even after the August move, the physical environment of Roberts Library continued to change, as a result of the ongoing completion of various aspects of the construction project and the periodic installation of new furnishings and equipment.

It has been gratifying to see a significant increase in the usage of our facilities. Students are usually waiting at the doors when we open at 7:30 in the morning, although weekday afternoons and evenings tend to be our busiest times. We now usually serve over 800 users a day in the library.

The state-funded MAGNOLIA project continues to be a vital component of our online database offerings. Books in Print, ReferenceUSA, SIRS Discover, and SIRS Research were added in 1999. MAGNOLIA now provides us with 29 databases, which include the full-text of 3,178 journal titles, as well as indexing and abstracting for many additional titles.

Our consortial purchasing efforts with six other university libraries in the state have enabled us to continue to save money when purchasing access to electronic databases. These savings have helped us to expanded our information resources by adding Autographics Government Documents Index, Choice Reviews On-Line, Historical Abstracts, Mental Measurement Yearbook, PoemFinder and to upgrade our access to PsycInfo. For 2000 we were able to add AP Photo Archive, International Index to Black Periodicals, International Index to Music, Political Science Abstracts, and Sports Discus. We now provide our users with access to more than 65 electronic indexes, abstracts, and full-text databases.

Increased acquisitions funds over the past several years (although the 1999-2000 budget saw a decline of $15,000) is resulting in more up-to-date books and audiovisual resources for our students and faculty. This is enabling the library to be more responsive to the information needs of our users and the faculty tell us
that it is making a significant positive impact on the classroom instruction they provide and the ability of our students and faculty to conduct library research.

In the fall, we began offering a new book service which gives the university community access to best-selling books and other popular and useful interdisciplinary titles. The response to this program has been gratifying and it has won the praise of many of our students and faculty.

The staff prepared seven new bibliographic or instructional guides designed to facilitate the use of our resources, and revised eleven existing guides during the year. These are available in both print and in electronic form on the library web page.

Our library web pages undergo a nearly continuous process of enhancement and revision that adds more local information, as well as links to electronic information sources and databases that help the library to respond to the changing needs of our students and faculty.

In the spring, we began ordering books electronically from our primary book vendor and began acquiring electronic cataloging records through a partnership between our vendor and OCLC, the worldwide cataloging consortium of which we are a member. This is helping to speed the delivery of books to the library and in significantly reducing the time it takes a volume to reach our shelves. The turnaround time between ordering to availability on our shelves is now often less than a month.

Our efforts to improve the collection development process were strengthened this year by the acquisition of the critically acclaimed Choice Reviews Online and by providing each academic department library liaison with customized access to this information.

During the year we researched current trends being followed and technologies being utilized in regard to the development and implementation of online library catalogs and electronic operations management systems. Vendors demonstrated their software, five other libraries in two states were visited, and an extensive Request for Proposal was compiled.

During the year we continued our emphasis on staff development and training by arranging for in-house workshops, encouraging staff to attend campus based workshops, sending staff members on study visits to similar departmental operations at other universities, supporting attendance at off-campus workshops and participation in professional organizations and their activities.

We continued a weeding project to remove decades-old multiple copies of textbooks and superseded editions from the collection. 1,105 volumes were withdrawn last fiscal year, for a four year total of 12,410 volumes withdrawn.
III. Personnel:

Noteworthy activities and accomplishments:

Sara M. Scales resigned her position as Reference Librarian in January 1999.

Jeffrey M. Slagell was hired as Serials/Interlibrary Loan Librarian in May 1999.

David Salinero was hired as Reference/Instructional Services Librarian in June 1999.

Diane Coleman was promoted to Library Assistant II in the Interlibrary Loan Department in July 1999.

Mathilde Martin resigned her position as Reference Librarian in July 1999.

Dianne Schattner was promoted to the new position of Library Technology Associate in August 1999.

Barbara Latham was promoted to Library Assistant II in the Circulation Department in September 1999.

Ileleen Miller was promoted to Reference/Government Documents/Instructional Services Librarian in September 1999.

Robert Rochelle was hired as Library Assistant I in the Circulation Department in October 1999.

Jean Liddell was hired as Reference/Instructional Services Librarian in November 1999.

Continuing education and training are important staff development activities for the effective operation and continuing development of knowledge based organizations. Consequently, we place a high emphasis on these needs in Library Services. During the spring semester most of the staff attended a six week series of workshops dealing with various facets relating to the improvement of communication and job performance.

Throughout the year many staff members participated in campus computer software workshops sponsored by Information Technology Services.

Terry Latour participated in a National Library Week workshop and a MAGNOLIA Board meeting in Jackson, January 1999.

Margaret Evans and Terry Latour attended a video conference on library database licensing in Starkville, March 1999.
Margaret Evans participated in a Mississippi Library Association Leadership Retreat in Starkville, March 1999.

Doug Wilcox visited the systems departments at the Mississippi State University, Mississippi University for Women and the University of Southern Mississippi in order to learn more about print control software, their library systems operations and how they manage each of them, April 1999.


Ileleen Miller attended Westlaw Training in Raymond, April 1999.

Mathilde Martin attended a Mississippi Library Association Government Documents Roundtable workshop in Jackson, April 1999.

Jeff Slagell attended a SOLINET workshop on success online searching in Memphis, May 1999.

Margaret Evans, Terry Latour, Ileleen Miller, Jeff Slagell, Sheryl Stump, Rick Torgerson, Jane Waldrup, and Doug Wilcox visited the University of Alabama, Birmingham Southern University, University of Alabama at Birmingham, University of Alabama at Huntsville, SIRSI Corporation, and Southern Arkansas University to research integrated library system software in preparation for the compilation of a Request For Proposal for a new system for Delta State, May-June 1999.


Jeff Slagell, David Salinero, and Margaret Evans visited the Serials, Interlibrary Loan, and Reference Departments at Mississippi State University in order to learn more about their operations and how they manage them, June 1999.

Jeff Slagell and David Salinero attended a SOLINET FirstSearch workshop in Raymond, June 1999.

Jeff Slagell and David Salinero visited the Serials, Interlibrary Loan, and Reference Departments at the University of Southern Mississippi in order to learn more about their operations and how they manage them, June 1999.

Margaret Evans, Terry Latour, Ileleen Miller, Sheryl Stump, and Rick Torgerson attended the annual meeting of the American Library Association in New Orleans, June 1999.

Margaret Evans participated in the ALCTS Advanced Acquisitions Institute in New Orleans, June 1999.
David Salinero participated in MAGNOLIA training in Moorhead, September 1999.


Margaret Evans, Terry Latour, and Ielleen Miller participated in MAGNOLIA Database Selection Committee vendor demonstrations in Jackson, November 1999.


Margaret Evans served as the chair of the Mississippi Library Association Constitution, By-Laws, and Organizational Review Committee.

Terry Latour served on the Steering Committee for MAGNOLIA and as liaison for the Database Selection Committee, which also includes Margaret Evans.

Terry Latour also serves on the Advisory Board of the Mississippi Health Information Network.

Recommend change of status:

Recommend that the position held by Loretta Holmes, Library Assistant I, be increased in level to reflect the many changes in duties and added responsibilities of her position.

Recommend that eight of our reference, catalog, serials and systems librarians be given special equity salary increases to address grievous salary deficiencies. The starting salaries at the other universities in the State are $30,000 to $32,000, yet that is more than the salary of many of our librarians, some of which have been on the job more than ten years. Salaries at the community colleges are higher still, yet they usually only work 9-10 month years or receive extra compensation for the summers. Librarians at K-12 also make substantially more than most of our librarians, with lower educational qualifications and nine month work years. Having the distinction of paying the lowest salary in the State is resulting in a high turn-over rate and making recruitment extremely difficult.

New position(s) requested:

No new positions are being requested at this time.
IV. Goals/Outcomes Assessments:

Unit Goal 1:

To serve the Delta State University students, faculty, and community in fulfilling their information needs.

Institutional Goal:

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

Expected Results:

Providing the campus community with information resources, in any type of format, needed to fulfill their instructional activities and research programs.

Assessment Procedures:

Separate survey questionnaires designed to ascertain library effectiveness are distributed to faculty and students. New questionnaires are being designed and will be distributed later in the year.

Meetings with the faculty of each of the academic departments.

Meetings with student associations and groups.

Service and collection reporting response forms.

Feedback and advice from the Faculty Library Committee.

Feedback from students and faculty members during the reference assistance process.

Actual Results:

Faculty members and students consider additional up-to-date books, journals, and audiovisual materials to be their number one need. Many of them report that we are not fulfilling all their needs, but our resources are improving.

More up-to-date on-site resources and the addition of electronic full-text databases has ended the upward spiral of interlibrary borrowing requests.

There is increasing demand for electronic resources to be purchased by the library and made accessible both in the library and through the campus data network.

Study space and access equipment (computers and microforms equipment), were
greatly improved after the move into the new building in August. Responses from our users have been overwhelmingly positive. This has resulted in increased usage of our facilities and we now usually serve more than 800 students a day.

The courtesy and helpfulness of the library staff generally received high marks.

Use of Results:

This helped us to fine-tune the resources available through MAGNOLIA, a state funded cooperative providing access to twenty-nine electronic databases, which includes journal indexes and abstracts, the full text of 3,178 journals, and other useful information.

Through our consortial purchasing efforts with six other university libraries in the state we were able to save enough funds to expanded our electronic information resources by adding Autographics Government Documents Index, Choice Reviews On-Line, Historical Abstracts, Mental Measurement Yearbook, PoemFinder and to upgrade our access to PsycInfo. For 2000 we were able to add AP Photo Archive, International Index to Black Periodicals, International Index to Music, Political Science Abstracts, and Sports Discus. We now provide our users with access to more than 65 electronic indexes, abstracts, and full-text databases.

The increase in acquisitions funds in 1998-99 (however there was a $15,000 decline in 1999-2000) has enabled the library to be more responsive to the information needs of the students and faculty by acquiring books, and especially audiovisual and computer software resources on timely topics. These acquisitions are making a significant positive impact in both classroom instruction and the ability of our students and faculty to conduct library research.

In the fall, we began offering a new book service which gives the university community access to best-selling books and other popular and useful interdisciplinary titles. The response to this program has been gratifying and it has won the praise of many of our students and faculty.

In the spring, we began ordering books electronically from our primary book vendor and began acquiring electronic cataloging records through a partnership between our vendor and OCLC, the worldwide cataloging consortium we are a member of. This is helping to speed the delivery of books to the library and is significantly reducing the time it takes a volume to reach our shelves. The turnaround time between ordering to availability on our shelves is now often less than a month.

The staff prepared seven new bibliographic or instructional guides designed to facilitate the use of our resources, and revised eleven existing guides during the year. These are available in both print and in electronic form on the library web page.

Our efforts to improve the collection development process were strengthened this
year by the acquisition of the critically acclaimed **Choice Reviews Online** and by providing each academic department library liaison with customized access to this information.

Our library web pages undergo a nearly continuous process of enhancement and revision that adds more local information, as well as links to electronic information sources and databases that help the library to respond to the changing needs of our students and faculty.

Forty-four new public and staff computers were added to the library and the data network infrastructure to support online computer access was installed in the recently finished construction areas.

**Unit Goal 2:**

To identify, select, and acquire library materials regardless of format in a timely manner.

**Institutional Goal:**

Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

**Expected Results:**

An efficient acquisitions program that has the capability to acquire and/or make accessible information resources to users as quickly and as cost effectively as possible.

**Assessment Procedures:**

Separate survey questionnaires designed to ascertain library effectiveness are distributed to faculty and students. New questionnaires are being designed and will be distributed later in the year.

Meetings with the faculty of each of the academic departments.

Meetings with student associations and groups.

Service and collection reporting response forms.

Feedback and advice from the Faculty Library Committee.

Feedback from students and faculty members during the reference assistance process.

Review of operations and procedures by library personnel.
Actual Results:

Considering the problems associated with being in temporary off-site quarters, the acquisitions and cataloging staffs have done a good job of acquiring and cataloging the University’s information resources. Last fiscal year they added a record 12,029 volumes, 27,024 microform items, 254 electronic items, and 712 audiovisual materials to the collection while also managing to withdraw 1,105 badly outdated items.

Present ordering and cataloging processes are still somewhat cumbersome and multi-staged, and this has an negative impact on productivity. The biggest handicap associated with this is now primarily due to our antiquated online catalog system.

Increased acquisitions and donations, efforts to weed the collection, as well as efforts to add cataloging for previously uncataloged resources has caused delays in the cataloging of some materials. We continue to have a huge backlog in converting bibliographic information about IRC holdings into electronic form for addition to the online catalog.

Use of Results:

In the spring, we began ordering books electronically from our primary book vendor and began acquiring electronic cataloging records through a partnership between our vendor and OCLC, the worldwide cataloging consortium of which we are a member. This is helping to speed the delivery of books to the library and in significantly reducing the time it takes a volume to reach our shelves. The turn-around time between ordering to availability on our shelves is now often less than a month.

Responded to the expressed and perceived needs of our students and faculty by expanding our information resources though the purchase of electronic access to Autographics Government Documents Index, Choice Reviews On-Line, Historical Abstracts, Mental Measurement Yearbook, PoemFinder and to upgrade our access to PsychInfo. For 2000 we were able to add AP Photo Archive, International Index to Black Periodicals, International Index to Music, Political Science Abstracts, and Sports Discus. We now provide our users with access to more than 65 electronic indexes, abstracts, and full-text databases.

In the fall, we began offering a new book service which gives the university community access to best-selling books and other popular and useful interdisciplinary titles. The response to this program has been gratifying and it has won the praise of many of our students and faculty.

Our efforts to improve the collection development process were strengthened this year by the acquisition of the critically acclaimed Choice Reviews Online and by providing each academic department library liaison with customized access to this information.
In the fall, we began cataloging the Instructional Resources Center State Adopted Textbook Collection and uncataloged backlog items in the regular IRC Collection.

Unit Goal 3:

On a continuing basis, evaluate and restructure the library collection in response to the evolving nature of the curriculum and the changing needs of the faculty and students.

Institutional Goal:

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

Expected Results:

To be responsive, in a timely manner, to the changing informational and research needs of each academic discipline at the University, which will result in a mix of library services and collection holdings that successfully evolves with the changes in the instructional programs of the University.

Assessment Procedures:

Evaluate library informational resources against acknowledged general and disciplinary specific lists of recommended holdings and access services.

Review the library and information services needs identified in departmental, disciplinary and university wide self-studies and accreditation review reports.

Monitor and review the activities and decisions of departmental and college curriculum committees, Academic Council and Graduate Council.

Separate survey questionnaires designed to ascertain library effectiveness are distributed to faculty and students. New questionnaires are being designed and will be distributed later in the year.

Meetings with the faculty of each of the academic departments.

Service and collection reporting response forms.

Feedback and advice from the Faculty Library Committee.

Feedback from students and faculty members during the reference assistance process.

Review of operations and procedures by library personnel.
Actual Results:

Faculty members and students consider additional up-to-date books, journals, and audiovisual materials to be their number one need. Many of them report that we are not fulfilling all their needs, but our resources are improving.

Library collections and database access continues to be weak in a number of subject and disciplinary-wide areas, particularly those relating to art, criminal justice, multiculturalism, nursing, an various new programatic areas in the biological and environmental sciences.

More up-to-date on-site resources and the addition of electronic full-text databases has ended the upward spiral of interlibrary borrowing requests.

There is increasing demand for electronic resources to be purchased by the library and made accessible both in the library and through the campus data network.

More than 310,000 full-text electronic journal articles were used by students and faculty during the past year.

Use of Results:

Special efforts were directed toward evaluating our collections and access services in the areas of art, multiculturalism and nursing during the year. Outdated materials were withdrawn from the collection and additional funds were dedicated to improving collection resources.

Additional funds were also dedicated to the acquisition of additional music resources in support of a new degree program.

The collection development efforts of the library staff were also directed towards special needs related to other recently expanded instructional programs in the areas of diabetics, family finance, educational administration, exercise science, hospitality management, journalism, wildlife enforcement, and the executive bachelors in business administration degree.

Through our consortial purchasing efforts with six other university libraries in the state we were able to save enough funds to expanded our electronic information resources by adding Autographics Government Documents Index, Choice Reviews On-Line, Historical Abstracts, Mental Measurement Yearbook, PoemFinder and to upgrade our access to PsycInfo. For 2000 we were able to add AP Photo Archive, International Index to Black Periodicals, International Index to Music, Political Science Abstracts, and Sports Discus. We now provide our users with access to more than 65 electronic indexes, abstracts, and full-text databases.

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audiovisual and computer software resources on timely topics. These acquisitions are making a significant positive impact in both classroom instruction and the ability of our students and faculty to conduct library research.

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We continued our efforts to provide campus-wide access to as many of our electronic resources as possible. Most of our electronic databases are now available through the campus computer network.

The staff prepared seven new bibliographic or instructional guides designed to facilitate the use of our resources, and revised eleven existing guides during the year. These are available in both print and in electronic form on the library web page.

Our efforts to improve the collection development process were strengthened this year by the acquisition of the critically acclaimed Choice Reviews Online and by providing each academic department library liaison with customized access to this information.

Our library web pages undergo a nearly continuous process of enhancement and revision that adds more local information, as well as links to electronic information sources and databases that help the library to respond to the changing needs of our students and faculty.

Forty-four new public and staff computers were added to the library and the data network infrastructure to support online computer access was installed in the recently finished construction areas.

We continue our efforts to acquire new resources for the collection in response to needs identified in the reference assistance process.
BUDGET JUSTIFICATION:

1. 61300 (Professional-Non Faculty) Request that eight of our reference, catalog, serials and systems librarians be given special equity salary increases to address grievous salary deficiencies. The starting salaries at the other universities in the State are $30,000 to $32,000, yet that is more than the salary of many of our librarians, some of which have been on the job more than ten years. Salaries at the community colleges are higher still, yet they usually only work 9-10 month years or receive extra compensation for the summers. Librarians at K-12 also make substantially more than most of our librarians, with lower educational qualifications and nine month work years. Having the distinction of paying the lowest salary in the State is resulting in a high turn-over rate and making recruitment extremely difficult.

2. 78170 (Libraries-Periodicals) Note: 1999-00 funding for this account is actually $310,000, not $275,100. Journal subscriptions are cited by students and faculty as our number one need. Our specific mix of titles are projected by EBSCO to increase in price by 9.8% for the 2001 subscription year. I am requesting $35,000 in recurring funds to bring the budget up to the $310,000 figure that it is this year and $37,078 in additional recurring funds to cover the cost of projected price increases, for a total budget of $347,078. If this level of funding is not available, we will have to cut a substantial number of our 1,364 journals.

3. 78160 (Library Books) Note: 1999-00 funding for this account is actually $198,850. Closely behind our number one need for maintaining and increasing journal subscriptions is the need for more up-to-date book holdings. The Art Department and Nursing School have been cited by their accrediting agencies for inadequate library holdings and the currency and relevance of our holdings in most other disciplines are not much better. In addition, we have added a number of new course offerings and programs in the past year. I am requesting that the book budget be supported with recurring funds at the $198,850 level.

4. 78250 (Data Processing Equipment) Presently, Roberts Library gives away almost 16,000 computer printouts in a typical week. The toner and paper costs have been funded by special funding from the Vice President for Business Affairs. Apparently this funding will not be available in the future. A print control system will provide us with a cost recovery method to fund this expense. I am requesting $20,815 to purchase a computer print control system. We should recover this cost in approximately a year and a half.

5. 7600 (Commodities) This budget has not increased in more than five years. Increased materials costs and the need to support hundreds of computers necessitates an increase of $4,000.

6. 62801 (Regular Student Employment) We depend heavily upon work study student employees to operate the library and are not assigned enough. The Full-Time-Equivalency of our workstudy students has declined from 11.0 to 5.3 and this year we expanded our hours of operation in the IRC. Requesting $6,000 in new funds. We actually need much, much more support in this area.
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**BUDGET YEAR 1**

**Organization:** 3019  General Library  
**Fund:** 10  Unrestricted General Fund

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**Justification:**

* Actual funding this year.
### Delta State University
#### Unit Budget Plan
#### FY 2001 Budget
#### AS OF 07-MAR-2000

**ORG. IDENTIFICATION: 3019**  
General Library

**FUND:** 10  
Unrestricted General Fund

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<th>Prior Year</th>
<th>Phase 1: AdjBud</th>
<th>Phase 2: Change</th>
<th>Phase 3: Approv</th>
<th>Priority</th>
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<td>-1,263,805.00</td>
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</table>

| FUND TOTAL: |                      |                 |                 |          |
| Total Revenue | 31,500.00       | 31,500.00       | .00             | .00      |
| Total Labor  | 624,017.00      | 711,931.00      | .00             | .00      |
| Total Expense| 727,692.00      | 583,374.00      | .00             | .00      |
| Total Transfers| .00             | .00             | .00             | .00      |
| Total Net   | -1,320,209.00   | -1,263,805.00   | .00             | .00      |

| ORGANIZATION TOTAL: |                  |                 |                 |          |
| Total Revenue | 31,500.00       | 31,500.00       | .00             | .00      |
| Total Labor  | 624,017.00      | 711,931.00      | .00             | .00      |
| Total Expense| 727,692.00      | 583,374.00      | .00             | .00      |
| Total Transfers| .00             | .00             | .00             | .00      |
| Total Net   | -1,320,209.00   | -1,263,805.00   | .00             | .00      |