

It's been  
a great  
year!

FY 17 REPORT CARD

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Goals are outlined for an even better new year in the Library

# Summary

This has been a very busy year in the Library. We have evolved into a vivacious team with the common goal of being the most helpful department on campus. We constantly strive to involve ourselves in SRSU events and committees to remind our faculty, staff, and students that we exist well beyond the traditional roles of a Library. But we continue to function in that traditional way too!

This report highlights our year's work and outlines goals for our next year.

## Library Purpose Statement

In support of the Sul Ross State University Mission, the Bryan Wildenthal Memorial Library provides collections and services needed to conduct research and to effectively and efficiently teach, as well as instruction and assistance in information retrieval, information literacy, and scholarly communication, and provides the required physical place for students and faculty to collaborate and exchange ideas.

## Library Vision

The Library is a strategic institutional asset in the creative exploration, intellectual growth, and scholarly pursuits of the students, faculty, and staff at Sul Ross State University and the community of the Big Bend and US-Mexico border regions of Texas.

## Library Mission

The mission of the Library is to provide the learning resources and services necessary to support the educational, research, and informational needs of the University, the Alpine community, the Big Bend area. The primary resources of the Library are its collections and its staff.

## Archives Mission

The mission of the Archives of the Big Bend is to collect, preserve, arrange, and make available for research purposes the recorded history and culture of the unique and diverse Big Bend region of far West Texas.

**April Aultman Becker**  
Dean of Libraries and  
Research Technologies

# Cost Savings Measures

We've taken the following measures to help save SRSU money, and we will continue to conserve and look for additional savings in FY18.

## Library and Archives Personnel

- The Library and Archives were hit hard in February with the hiring freeze and continue to operate without a full-time Collection Development Librarian and 2 3/4 time Assistant positions. Even with stipends and overtime for staff covering these duties, we are saving approximately \$56,000/annually.
- The Library and Archives have consolidated some student worker positions and we are maximizing our student worker funds to save \$20,000 in institutional funds annually.
- The Library's Administrative Secretary's salary is drawn from Library fee account, rather than from the institutional budget.
- The Library and Archives are saving money when staff travel by using meal receipts over the per diem rates, encouraging travelers to use SRSU vehicles, and paying for gas receipts instead of mileage. On occasion, staff have opted to use their own funds to travel to meetings this year with only registration costs being reimbursed.

## Library and Archives Space

- The Library and Archives have recently renegotiated copier and printer leases to save more than \$1500/annually.
- The Library and Archives have reduced phone lines to occupied offices only, which saves more than \$200/annually.
- The Library and Archives are zealous regarding conservation of electricity; we turn lights off in offices, meeting rooms, restrooms when not in use, and we turn off computers and copiers nightly.
- The Library and Archives were early adopters of SharePoint and we use it to the fullest potential and use electronic files rather than print copies when possible.

## Library and Archives Resources

- Participation in Amigos Library Services to provide outline resources, discounts from vendors, and professional development opportunities saves almost \$5000/annually.
- The Library's constant evaluation of print and online resources for cost per use, and the practice of cutting these resources that aren't often used or that cost too much result in a savings of \$20,000 annually, which is to be used on resources our patrons will utilize.
- The Library continues to scrutinize journals that we send off to the bindery, resulting in costs reduced 2/3 since 2013.
- The Library requires pre-paid shipping labels for bindery and other shipments so we don't incur additional cost.
- It is the Library's policy to withdraw or order a replacement, rather than spend unnecessary time and use of supplies on an item that is out of date, gets no use, or is beyond repair.
- The Library and Archives consistently re-purpose everything, and when there is no other option, send to recycling or to Mountainside.
- The Library and Archives have been frugal purchasing needed supplies, and only order from vendors who offer discounts or freebies, which we then can recycle as patron or staff prizes.

# Benefits to SRSU and Earning Potential

- The Library's Community Borrower program has netted \$900.
- The Library sold 131 flash drives for \$15 for a total of profit of \$524.
- The Library collected \$912.90 in overdue fines.
- The Library collected \$213 in ILL overdue fines.
- The Library and the International Studies Department have entered into a partnership to be Brewster County's Passport Acceptance Facility, and in just one month, we have colled \$550 in fees.
- Large photo prints, valued at approximately \$1000, were donated by Michael Howard for the Library's first floor.
- The Archives applied for and received a grant of \$199 for digitization projects with the Portal to Texas History.
- The Archives has received donations totaling several hundred dollars on a more or less yearly basis from happy/satisfied patrons.
- The Archives receives a yearly donation of several hundred dollars from the Brewster County Historical Commission.

# Accomplishments

By far, our biggest accomplishment of the year was hiring new staff members. Without our new staff, many of the things below never could have happened.

## Personnel

- Administrative Secretary Kayla Waggoner joined the Library team 9/1/2016
- Education and Outreach Librarian Betsy Evans joined the Library team 9/21/2016
- Systems and Discovery Services Librarian Suyu Dong joined the Library team 10/3/2016
- ILL Technician Angel Rodriguez joined the Library team on 8/1/2017

## Physical

- New lounge and computer furniture was purchased with funds reserved from the FY16 budget and was installed in October 2016.
- The Library invited the Tutoring and Learning Center (TLC) to move into the previously unoccupied north corner of the first floor to attract even more students.
- The Tutoring and Learning Center purchased new student computers for all three floors of the Library.
- The Library purchased a new high-quality, more efficient ILL scanner, as the old one was broken and obsolete.

## Resources

- Suyu Dong, Systems and Discovery Librarian, worked closely with Rob Stolz of OIT to redesign and launch the Library's new, more robust website.
- The Library purchased the ILL program, Tipasa, to reduce processing time and to make requesting resources easier for patrons.
- The Library purchased the Birds of North America database because of popular demand among staff and community patrons.
- The Library purchased the MarketLine database to assist Alpine and RGC SBDC and business courses.

## Events

- Comic Con November 5, 2016
- Emergency Preparedness December 15, 2016
- Van Robinson Exhibition and Talk November 10, 2016
- DeStress Fest for Fall Finals December 1-6, events included therapy dogs, adult coloring, and refreshments
- Furniture Delivery December 7, 2016
- SWTJC and SRSU Libraries Meeting January 5, 2017
- Alpine Public and SRSU Libraries Meeting January 13, 2017
- Love your Library Open House February 14, 2017
- Records Retention kickoff March 8, 2017
- DeStress Fest for Spring Finals May 1-4, events included a visit from a donkey, therapy dogs, and games, puzzles and refreshments
- Passport Acceptance Facility July 1, 2017
- Texas Archive of the Moving Image (TAMI) visit in collaboration with the Library and EL Cosmico in Marfa July 6-8, 2017
- TLC Grand Opening and Library Open House August 30, 2017

# FY17 Metrics

We continue to evaluate our resources and cost-per-use in the Library. The current trend is a decrease in book circulation, but an increase in patron assistance and technology usage. The numbers below show that we need to concentrate more money on qualified personnel, online resources, and possibly more print journals and newspapers, and less money on print books.

## Stats

- 64,554 people visited the Library
- 4,150 items were checked out
- 30,823 people logged into Library computers
- 5,560 people used our facilities (conference room and classroom)
- 317,200 pages were printed for free by patrons
- 1,854 reference/research questions were answered by librarians
- 3,366 people were assisted by staff
- 289 education sessions were taught
- 2,205 students attended those educational sessions
- 5,910 virtual questions were answered by LibGuides and LibAnswers, that were created by librarians
- 6,359 people used the Archives materials and services
- 1,304 items were loaned to other libraries through ILL
- 1,120 items were borrowed by our faculty, staff, and students through ILL
- 21,037 online database sessions were initiated by students, faculty, and staff
- 4,082 eBooks were used by students, faculty, and staff

## Collections

- 210,964 print books
- 182,561 eBooks
- 143 databases that contain millions of articles
- 439 journal subscriptions
- 57 standing orders
- 40,543 bound journal volumes
- 4,563 microform titles
- 10,059 audiovisual materials (movies, CDs, kits, etc)

## Cost per Use and Usage Analysis

- eBooks average cost per use: \$2.56
- Database average cost per use: \$8
- Books: only 20% of our print books are being checked out
- Audiovisual: only 7% of our AV collection is being checked out
- Journals and Newspapers: getting heavy in-Library use, at almost 5 views for each subscription

# FY18 Goals

Many of our methods to save money, make money, and operate will remain in process. Below are additional ideas that we will work towards in FY18.

## Cost Savings

- Implementation of PaperCut, OIT's chosen print management system
- Renegotiation of Sirsi Dynix system to save money

## Benefits and Earning Potential

- Archives increasing fees for reproductions
- Increasing Library student fees from \$8 to \$10 per semester credit hour

## Accomplishments (Personnel, Physical Space, Resources, Events)

- Additional staffing (librarian and assistants) is critical
- Additional furniture and computers
- Flooring replacement in entryway, possibly other areas
- Events that partner SRSU with the greater community
- Events to encourage more usage by faculty, staff, and students

## Metrics

- Additional online resources to meet research needs
- Less traditional print book resources
- Aligning the Library's strategic plan to the institution's with metrics