

# UNIVERSITY OF HAWAI'I SYSTEM ANNUAL REPORT



REPORT TO THE 2009 LEGISLATURE

REPORT ON THE UNIVERSITY OF HAWAI'I AT MĀNOA

LIBRARY COLLECTIONS AND SERVICES

FOR 2009

ACT 158, SLH 2008 (Part 3, Section 90.1)

November 2008



UNIVERSITY  
of HAWAII  
MĀNOA

University Library  
Office of the University Librarian

October 24, 2008

MEMORANDUM

TO: Virginia S. Hinshaw  
Chancellor

VIA: Kathy Cutshaw *KD Cutshaw*  
Vice Chancellor for Administration, Finance and Operations

FROM: Paula T. Mochida *Paula T. Mochida*  
Interim University Librarian

SUBJECT: Report to the 2009 Legislature re: HB 2500 HD1 SD1 CD1  
Budget Provisos Section 90.1- Library Collections and Services

Following is the requested report answering the following questions

1. **Report on the actual and estimated inflation rate for the cost of books, journals and electronic resources for the period spanning two years before and three years after fy 2008-2009.**

For fiscal year 2006-07 and 2007-08 the actual inflation rate for the cost of journals and electronic resources averaged 8% per year. Books averaged 4% per year. We anticipate the estimated inflation rate in 2009-10 and 2010-11 to be between 8% and 9% for journals and electronic resources, and 4 to 5% for books.

2. **Financial plan taking into account these inflationary rates and providing suggestions on addressing rising cost of services.**

The supplemental request, that the 2008 Legislature approved in section 90.1, included funds to address the inflation. In addition the Library has undertaken annual reviews of its journal holdings with the objective of 1) reducing subscriptions where possible, 2) eliminating duplication where possible if the same journal is published both electronically and in print, 3) by paring our journal holdings to only the most important journals in each field; 4) by closely monitoring usage and cutting titles that aren't used and 5) providing interlibrary loan and document delivery for journal articles that come from expensive journal titles that we know longer own. The Library has also revised the profile for the book approval plan, thereby reducing the book

Chancellor Virginia S. Hinshaw  
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budget by almost 60%. This provides for more selective acquisition of important titles and enables the Library to absorb the 4-5% inflation costs. It also reduces the pace of physical collection growth which impacts library space.

3. **The use of funds, including the number of resources leased and purchased and their costs.**

As of October 21, 2008, \$1,845,000 (of the \$2.4 million) supplemental appropriation has been released by the Manoa Chancellor's Office to the Library. The attached Chart A shows how those funds have been encumbered.

4. **The amount of unexpended funds and future plans for expending those funds.**

See attached Chart A.

5. **The sources of all funding given to library services including but not limited to special funds, revolving funds, and donations, including the date, purpose and amount of allocation.**

See attached Chart B.

c: Peter Quigley  
Gregg Takayama  
Bob Nagao

**Chart A. -University of Hawaii at Manoa, Library Services Program**

**Report to 2009 Legislature**

Supplemental Budget Allocated by Legislature	\$	2,399,875.00
Amount released by UHM to Library	\$	1,845,000.00
Not released as of October 24, 2008	\$	554,875.00

	Encumbered FY09	Unencumbered/Planned Expenditures Assumes release of remaining \$554,875	
		FY10	FY11
<b>ACCESS TO COLLECTIONS AND INFLATION</b>			
Science Direct (\$1.2 mil)	\$768,000	\$814,000	\$863,000
Serials Inflation	\$291,000	\$311,000	\$333,000
<b>Subtotal</b>	<b>\$ 1,059,000.00</b>	<b>\$ 1,125,000.00</b>	<b>\$ 1,196,000.00</b>
<b>ELECTRONIC RESOURCES AND SERVICES</b>			
Serials Solution upgrade	\$1,577	\$1,577	\$1,577
Mergent: add 8 users	\$1,600	\$2,400	\$2,400
JSTOR Arts & Sciences II	\$28,000	\$8,000	\$8,000
JSTOR Arts & Sciences III	\$30,000	\$10,000	\$10,000
JSTOR Arts & Sciences IV	\$31,500	\$9,500	\$9,500
JSTOR Arts & Sciences V	\$27,000	\$10,000	\$10,000
JSTOR Arts & Sciences VI	\$27,000	\$10,000	\$10,000
JSTOR Arts & Sciences Complement Collec.	\$14,000	\$4,000	\$4,000
ARTstor	\$64,630	\$18,630	\$18,630
Other subject specific electronic databases	\$73,000	\$6,000	\$6,000
Interlibrary loan subsidies	\$200,000	\$200,000	\$200,000
Discovery application		\$100,000	\$50,000
Backfiles of Web of Science		\$50,000	
Knovel (supports engineering curriculum)		\$19,000	
IEEEExplore backfiles		\$35,000	
Maui News on microfilm		\$18,000	\$2,300
Replacement of Honolulu Advertiser 1908+ and Honolulu Star Bulletin 1895+ microfilm		\$3,000	
Digitize Hawaiian Music Collection		\$150,000	\$150,000
Hawaii Music Collection additional items		\$10,000	\$10,000
Digitize Hawaii Newspaper Agency morgue		\$200,000	\$300,000
<b>Subtotal</b>	<b>\$498,307</b>	<b>\$865,107</b>	<b>\$792,407</b>

	Encumbered FY 09	FY10	FY11
<b>EQUIPMENT AND SOFTWARE UPGRADES</b>			
Database platform software upgrade/subscription	\$11,000	\$5,000	\$5,000
Classroom and public technologies	\$178,000		
Geographic Information System (GIS) equipment	\$50,000		
<b>Subtotal</b>	<b>\$ 239,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>

<b>PERSONNEL</b>			
Building Manager	\$12,000	\$41,000	\$41,000
ILL Acquisitions	\$12,000	\$48,500	\$48,500
Instruction Support Specialist	\$12,000	\$48,500	\$48,500
Media Digitization Specialist	\$12,000	\$48,500	\$48,500
Metadata Specialist		\$51,500	\$51,500
Instruction Support Specialist		\$48,500	\$48,500
IT Specialist/Programmer		\$60,000	\$63,000
Web Design Librarian		\$54,000	\$54,000
<b>Subtotal</b>	<b>\$ 48,000.00</b>	<b>\$ 400,500.00</b>	<b>\$ 403,500.00</b>

<b>TOTAL SUPPLEMENTAL ALLOC. PLAN</b>	<b>\$</b>	<b>1,844,307.00</b>	<b>\$</b>	<b>2,395,607.00</b>	<b>\$</b>	<b>2,396,907.00</b>
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**CHART B****University of Hawaii at Manoa, Library Services Program****ANNUAL REPORT TO THE STATE LEGISLATURE****BUDGET PROVISION ACT 158, SLH 2008, SECTION 90.1**

- ITEM 5) The sources of all funding given to library services including but not limited to special funds, revolving funds, and donations, including the date, purpose, and amount of allocation; and provided further that the university shall submit the report to the legislature no later than twenty days prior to the convening of the 2009 regular session.

<b>FY2009</b>			
<u>Source of funds</u>	<u>Amount</u>	<u>Date of Allocation</u>	<u>Purpose</u>
General fund	7,040,648	7/14/2008	Funding for Library Services Personnel costs
Tuition	8,245,188	7/14/2008	Funding for Library Services current services & library materials
Tuition	1,300,000	8/15/2008	Partial release of legislative supplemental allocation
Tuition	645,000	10/7/2008	Additional partial release of legislative supplemental allocation
Special fund	870,000	*various	Revenues collected from system-wide cost sharing for the online Library Management System; library fines, fees; and cost recovery service fees to repair/replace lost/damaged books, and to support & improve library services
RTRF (Research/Trng)	30,489	8/2/2008	To digitize UH Dissertations from microfilm
Donations via UH Found	80,469	as of 10/1/08	To support Library projects & programs
<b>TOTAL</b>	<b>17,911,884</b>		

\* Projected revenues based on FY2008 revenues collected.

10/21/08