

# Administrative Calendar for Planning and Budgeting FY 2009-2010

## Assessment

### Summer Assessment

- Virtual Library Focus groups, June-July
- Post Spring 2009 Use statistics
- Post final FY 2007-08 ARL rankings

### July 3

Submit end-of-year collection inventory and accounts receivable data to Budget & Finance Office (JoAnne Deeken & Linda Breeden)

### July–January 30 (ARL Calendar)

ARL STATISTICS Group gathers statistics; Assessment Analyst reviews and compiles full statistics; Dean reviews before submission. After Dean's approval, Assessment Analyst submits ARL STATISTICS, FY 2008-09

### Fall Semester Assessment

- Conduct Virtual Library usability testing
- LibQual+ survey

### November

Library Council discusses spring assessment priorities and resources

### February

Assessment Analyst prepares and submits other EXTERNAL STATISTICS after review by Associate Deans: ACRL, ASERL, NCES, ALA-APA Librarian Salary Survey-ARL

### Spring Semester Assessment

- Post LibQual+ results
- Follow-up focus groups to LibQual+ results
- Post on web: Fall 2009 Use statistics

### May

Library Council discusses summer and fall assessment priorities and resources

## Planning

### August 31

Department Heads submit DEPARTMENTAL ANNUAL REPORTS to their Associate Deans (as a record for department and administration)

### November

Finalize and publish LIBRARY DEVELOPMENT REPORT & ANNUAL REPORT, FY 2008-09

### December 15 – January 15

Department Heads send PROGRESS ON STRATEGIC GOALS to Assessment Analyst by Dec. 15; Assessment Analyst prepares report for FY 2010-11 budget process

### March – July

Departments develop their DEPARTMENTAL PLANS for FY 2010-11 based on Libraries annual and strategic goals; submit to their Associate Deans

## Budgeting

### July

Collections Budget Working Group (CBWG) reviews FY09 COLLECTION EXPENDITURES; develops FY10 collection funding ALLOCATIONS

### August – March

CBWG plans for FY 2010-11 (reallocate across subjects) and for FY 2011-12 (reduction in collection budget)

### October 16

Department Heads submit EQUIPMENT REQUESTS to Budget Director

### November TBD (University Calendar)

Department Heads submit CLASSROOM UPGRADE proposals to Associate Dean, Rita Smith / **Nov. TBD** Dean submits CLASSROOM UPGRADE proposal

### November–December (University Calendar)

**Nov. 13** Department Heads submit TECHNOLOGY FEE requests to Jeffrey Hines / **Dec. TBD** After Dean's approval, Hines submits request. Response expected in February. Orders are placed in July.

### January TBD (University Calendar)

Jeffrey Hines prepares faculty and staff COMPUTER REFRESH proposal. After Dean's approval, Hines submits request. Response expected in March.

### January–February 5

Library Council develops FY 2010-11 GOALS for budget request to the University (based on Strategic Plan & progress)

Budget Director and Deans prepare FY 2010-11 BUDGET REQUEST

### February TBD (University Calendar)

Dean presents Libraries FY 2010-11 BUDGET REQUEST

### April

Department Heads post GA POSITIONS to be filled August 1, 2009

### May 1 – June 15

Department Heads submit SLA ALLOCATION REQUESTS; Associate Deans complete allocations for posting by June 15

## Organizational Information

### July

Set committee structure (Boling & Dewey)

### Sep

Verify Emergency Contact Lists (Conner)

TBD = date to be determined