

If questions arise in completing this part of the questionnaire, or if you have comments on its content, please contact ALISE at:

Association for Library and Information Science Education (ALISE)
 65 East Wacker Place, Suite 1900
 Chicago, IL 60601-7246 USA
 Phone: 312-795-0996
 Fax: 312-419-8950
 Email: contact@alise.org

Please note the following:

1. Data should be entered in **blue cells only**.
2. **Grey cells** are locked because they contain formulas.
3. Some cells have small red triangles in their upper right hand corner. Place the cursor over the triangle to get a more detailed explanation of what should be entered in that particular cell.

All questionnaires are due no later than December 1, 2009.

Please complete the following contact information identifying the person completing this part of the Statistical Report. This will help if questions arise in interpreting the data.

Name:	Annie Velazquez Reca
Title:	Administrative Officer
Phone Number:	(787) 763-6199
Fax Number:	(787) 764-2311
Email Address:	annie.velazquez@upr.edu
University:	University of Puerto Rico, Rio Piedras Campus

The questionnaire on Income & Expenditure includes three sections:

- A. Expenditures
- B. Sources of Funds
- C. Items Not Included in the LIS School Budget

For Sections A (Expenditures) and B (Sources of Funds), please include only figures for items that are part of the LIS school budget, over which the school has direct control. Include both summer session and academic year budgets. Salaries, services, and materials provided without budget charge by the parent institution should be listed in Section C. Please review all categories of information requested before answering.

Reporting Period: indicate the 12-month period that includes the 2008-2009 academic year.

MM/2008

through

MM/2009

A. EXPENDITURES

1. Salaries and Wages

Please record in column (01) the total amount spent for each category of personnel. Then indicate how much of the amount spent for each category is allocated (actual or estimated in dollars) to each of the six activities designated in the right-hand columns [(02) - (07)].

PERSONNEL	TOTAL SPENT (01)	Amount Allocated (Actual or Estimated) to Each Activity					
		Instruction (02)	Admin-istration (03)	Library (04)	Computer Lab (05)	Research (06)	Other (07)
a. Faculty	\$724,493	\$724,493					
b. Specialist	\$158,805		\$80,910		\$77,895		
c. Clerical	\$66,330		\$66,330				
d. Students	\$84,143		\$3,543			\$80,600	
e. Fringe Benefits	\$283,051	\$283,051					
COLUMN TOTALS	\$1,316,822	\$1,007,544	\$150,783	\$0	\$77,895	\$80,600	\$0

2. Operating Expenses

(A) Teaching and Administration	
i. Supplies	\$3,648 (08)
ii. Communications	(09)
iii. Equipment	
(a) Purchase	\$7,188 (10)
(b) Rental	(11)
(c) Maintenance Contracts	\$1,986 (12)
Total Equipment	\$9,174 (13)
iv. Travel	
(a) Administration	(14)
(b) Faculty	\$11,459 (15)
(c) Other	(16)
Total Travel	\$11,459 (17)
v. Duplicating/printing costs	(18)
vi. Dues, subscriptions, memberships	\$2,782 (19)
vii. Insurance	(20)
viii. Advertising	\$1,225 (21)
ix. Other (specify type and amount):	
(a) Lectures & Seminars	(22)
(b) Repairs & Maintenance	(23)
(c)	(24)

(d)			(25)
	Total Other Expenses	\$0	(26)
	TOTAL TEACHING AND ADMIN. EXPENSES	\$28,288	(27)
(B) LIS School Library			
i. Collection		\$30,000	(28)
ii. Equipment			
(a) Purchase		\$13,000	(29)
(b) Rental			(30)
(c) Maintenance Contracts			(31)
	Total Equipment	\$13,000	(32)
iii. Other			
(a)			(33)
(b)			(34)
	Total Other	\$0	(35)
	TOTAL LIBRARY SCIENCE EXPENSES	\$43,000	(36)
(C) LIS Computer Lab(s)			
i. Manuals, Software		\$10,670	(37)
ii. Equipment			
(a) Purchase		\$5,986	(38)
(b) Rental			(39)
(c) Maintenance Contracts			(40)
	Total Equipment	\$5,986	(41)
iii. Other			
(a)			(42)
(b)			(43)
	Total Other	\$0	(44)
	TOTAL COMPUTING LAB EXPENSES	\$16,656	(45)
(D) Funded Research Total			
(E) Student Aid			
i. Fellowships and Scholarships		\$3,543	(47)
ii. Other			
(a)		\$80,600	(48)
(b)			(49)
	Total Other	\$80,600	(50)
	TOTAL STUDENT AID	\$84,143	(51)
(F) Continuing Education, Workshops, Institutes			
		\$828	(52)
(G) Other Expenses			
(i)			(53)
(ii)			(54)
(iii)			(55)

TOTAL OTHER EXPENSES (56)**3. Summary of Expenditures**

(A) Salaries and Wages	\$1,007,544	(57)
(B) Operating Expenses	\$172,915	(58)
TOTAL EXPENDITURES	\$1,180,459	(59)

B. SOURCES OF FUNDS

1. Parent Institution	\$1,312,769	(60)
2. Federal Grants/Contracts		(61)
3. CE Activities	\$2,365	(62)
4. Endowment/Trust Funds		(63)
5. State/Provincial Grants/Contracts		(64)
6. Other (specify type and amount)		
a.	\$86,800	(65)
b.	\$25,317	(66)
c.	\$18,466	(67)
Total Other	\$130,583	(68)
TOTAL SOURCES OF INCOME	\$1,445,717	(69)

DEAF
— Endowment ✓
— CE Activities ✓ (OK)

Line (69) should be consistent with line (59). If totals differ widely, please explain below:

a. If expenditures are greater than income, how is overage covered?

Two tenured track professors resigned to their positions and two tenured positions are available.

b. If income is greater than expenditures, can funds be carried forward to next fiscal year?

YES

X

NO

Comments:

Items, 60, 65 cannot be carried forward to next year, but the others yes.

C. ITEMS NOT INCLUDED IN THE LIS SCHOOL BUDGET

If the parent institution (and/or its library or computer service organization) furnishes services and materials or provides benefits without budget charges, these items should be listed here. DO NOT list general institutional services such as heating, ventilation, or other maintenance costs unless they are specifically credited to the school's budget. Please specify item and amount:

Item Description	Amount	
LIS School Library		(70)
Classroom/Computer Lab	\$49,434	(71)
Student Aid		(72)
Summer Session Faculty & RAs		(73)
		(74)
		(75)
		(76)
		(77)
		(78)
TOTAL	\$49,434	(79)

D. FUNDING FROM PARENT INSTITUTION

1. Is the funding to the LIS school from the parent institution directly dependent upon:

a. FTE? YES ☒ NO ☐

b. Head count? YES ☐ NO ☐

c. # credit hours generated YES ☐ NO ☐

d. Other? (please indicate)

2. Did you receive an increase in funds from your parent institution in this reporting year?

YES ☒ NO ☐

3. If no, was your budget reduced or was it held at the same level as the previous year?

4. What is the budget outlook for your program for next year?

The same with 5% on salary.

E. LIS LIBRARY

1. Is there an LIS library that is in a separate location from the main university library or that is a discrete unit within the main university library?

YES ☐ NO ☒

If the answer to E.1 is yes, please answer the following:

2. Is the LIS library administratively a part of the main university library?

YES ☒

NO ☐

3. Does the LIS school provide all or most of the support for the LIS library?

YES ☐

NO ☒

4. Is the librarian of the LIS library funded by the LIS school?

YES ☐

NO ☒

F. LIS Computer Lab

1. Is there an LIS computer lab that is in a separate location from the main university computer support facility?

YES ☐

NO ☒

If the answer to F.1 is yes, please answer the following:

2. Is the LIS computer lab administratively a part of the main computer support service?

YES ☒

NO ☐

3. Does the LIS school provide all or most of the support for the LIS computer lab?

YES ☒

NO ☐

4. Is the lab supervisor of the LIS computer lab funded by the LIS school?

YES ☒

NO ☐