

12-13

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

American Library Association  
Office for Accreditation  
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Chicago, IL 60611  
Phone: 312-280-2432  
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Please note the following:

1. Data should be entered in yellow 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 2, 2013.

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.

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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 2012-2013 academic year.

through

**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	\$500,802	\$298,709	\$83,778			\$29,500	\$88,815
b. Specialist	\$80,160		\$23,246		\$56,914		
c. Clerical	\$111,600		\$111,600				
d. Students	\$85,933		\$6,554			\$79,379	
e. Fringe Benefits	\$46,073						
<b>COLUMN TOTALS</b>	<b>\$824,568</b>	<b>\$298,709</b>	<b>\$225,178</b>	<b>\$0</b>	<b>\$56,914</b>	<b>\$108,879</b>	<b>\$88,815</b>

**2. Operating Expenses**

<b>(A) Teaching and Administration</b>	
i. Supplies	\$5,735 (08)
ii. Communications	\$4,001 (09)
iii. Equipment	
(a) Purchase	\$2,721 (10)
(b) Rental	\$2,983 (11)
(c) Maintenance Contracts	\$358 (12)
<b>Total Equipment</b>	<b>\$6,062 (13)</b>
iv. Travel	

(a) Administration		(14)
(b) Faculty	\$364	(15)
(c) Other	\$5,262	(16)
<b>Total Travel</b>	<b>\$5,626</b>	(17)
v. Duplicating/printing costs	\$90	(18)
vi. Dues, subscriptions, memberships	\$1,662	(19)
vii. Insurance		(20)
viii. Advertising		(21)
ix. Other (specify type and amount):		
(a) Lectures & Seminars		(22)
(b) Repairs & Maintenance		(23)
(c)	\$899	(24)
(d)	\$3,712	(25)
<b>Total Other Expenses</b>	<b>\$4,611</b>	(26)
<b>TOTAL TEACHING AND ADMIN. EXPENSES</b>	<b>\$27,787</b>	(27)

<b>(B) LIS School Library</b>		
i. Collection	\$138,288	(28)
ii. Equipment		
(a) Purchase		(29)
(b) Rental		(30)
(c) Maintenance Contracts		(31)
<b>Total Equipment</b>	<b>\$0</b>	(32)
iii. Other		
(a)	\$4,284	(33)
(b)	\$2,112	(34)
<b>Total Other</b>	<b>\$6,396</b>	(35)
<b>TOTAL LIBRARY SCIENCE EXPENSES</b>	<b>\$144,684</b>	(36)

<b>(C) LIS Computer Lab(s)</b>		
i. Manuals, Software	\$1,389	(37)
ii. Equipment		
(a) Purchase	\$15,018	(38)
(b) Rental		(39)
(c) Maintenance Contracts		(40)
<b>Total Equipment</b>	<b>\$15,018</b>	(41)
iii. Other		
(a)		(42)
(b)		(43)
<b>Total Other</b>	<b>\$0</b>	(44)
<b>TOTAL COMPUTING LAB EXPENSES</b>	<b>\$16,407</b>	(45)

<b>(D) Funded Research Total</b>		
		(46)

<b>(E) Student Aid</b>		
i. Fellowships and Scholarships	\$79,379	(47)
ii. Other		
(a)	\$5,901	(48)
(b)	\$652	(49)
<b>Total Other</b>	<b>\$6,553</b>	(50)
<b>TOTAL STUDENT AID</b>	<b>\$85,932</b>	(51)

<b>(F) Continuing Education, Workshops, Institutes</b>		
		(52)

<b>(G) Other Expenses</b>		
(i)		(53)
(ii)		(54)
(iii)		(55)
<b>TOTAL OTHER EXPENSES</b>	<b>\$0</b>	(56)

3. Summary of Expenditures

(A) Salaries and Wages	\$824,568	(57)
(B) Operating Expenses	\$274,810	(58)
<b>TOTAL EXPENDITURES</b>	<b>\$1,099,378</b>	(59)

**B. SOURCES OF FUNDS**

1. Parent Institution	\$1,162,080	(60)
2. Federal Grants/Contracts		(61)
3. CE Activities		(62)
4. Endowment/Trust Funds		(63)
5. State/Provincial Grants/Contracts		(64)
6. Other (specify type and amount)		
a.	\$80,000	(65)
b.		(66)
c.		(67)
<b>Total Other</b>	<b>\$80,000</b>	(68)
<b>TOTAL SOURCES OF INCOME</b>	<b>\$1,242,080</b>	(69)

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?

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

YES

NO

Comments:

