

Funk Library Annual Report, 2022-2023

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I. Unit Narrative

Major Activities and Accomplishments

Collection projects:

- During the 2020 migration to Alma, items linked to multiple bibliographic records were transferred to brief bibliographic records with a title of “Host bibliographic record for boundwith item barcode [barcode],” which is confusing for patrons and even library employees. The boundwith records fall in three categories: (1) journal title changes, (2) monographic series, and (3) serial/series with analyzed bound volumes. In close collaboration with Acquisitions and Cataloging Services (ACS), we have resolved about 7,000 items in Funk’s collection in categories 1 & 2 and about 2,300 items in category 3 for which Funk decided to use only series titles. We have also prepared for the nearly 900 items remaining in category 3 for which Funk wants analyzed/individual title records.
- We created significant growth room for our new print books by weeding and shifting our Reference Collection.

Outreach and engagement activities:

- In Fall 2022, we partnered with McKinley Health Center’s Nutrition Peers on the Eat the Rainbow initiative, which involved a social media campaign and two events outside of the library to promote healthy eating and the Funk cookbook collection.
- On April 11, we hosted our 5th Solving the World’s Challenges panel, with water as the theme. We worked with a campus Facilities & Services audio-visual crew and Center for Innovation in Teaching & Learning (CITL) Event Recording Services to make our first hybrid event a success. To encourage in-person attendance, we had a drawing for two University of Illinois Press books and promoted the reception following the panel. We had about 24 in-person attendees and 17 virtual attendees.
- In April 2023, we selected about 30 general interest environmental books from Funk’s collection for a pop-up collection in the Orange Room to celebrate Earth Day.
- In June 2023, we organized activities for about 40 youth participants in the Institute for Genomic Biology’s Pollen Power camp. We provided each camper with a copy of the graphic novel *The Way of the Hive* and led a small group book discussion in Funk. The campers also participated in a scavenger hunt in Funk and around the South Quad.
- On June 17, we had a Funk Library informational table as part of the Champaign County Master Gardeners’ 27th Annual Garden Walk. We engaged 64 attendees to increase awareness and promote the Library’s public services.

Diversity, equity, inclusion, and accessibility (DEIA) efforts:

- In January 2023, we published our Finding BIPOC Voices in STEM LibGuide, which is intended to help researchers find books written by BIPOC authors in Funk’s disciplines. Additionally, Funk selectors strive to increase the diversity of our collections.
- To celebrate Women’s History Month, we had an extensive exhibit on Minna Ernestine Jewell, who was a 20th century zoologist, ecologist and University of Illinois alumna.
- Several Funk employees have participated in modules of the University Library DEIA Educational Workshop series.

Major Challenges

Nighttime staffing continues to be a challenge, and this year it affected our late-night hours in the Fall and Spring semesters. We had to hire a nighttime staff member for Fall 2023, so we scheduled our midnight-2am hours to start in early October. The new staff member started in late August but quit December 1. Thanks to staff members and GAs, we were able to maintain our late-night hours for Fall semester finals, but in the Spring, we did not resume our midnight-2am hours until the last 5 weeks of the semester while we hired another new nighttime staff member.

We have made multiple attempts over the years (most recently in Summer 2023) to have a Library Specialist position upgraded to Senior Library Specialist. Each attempt has been unsuccessful for different reasons, which makes the process extremely frustrating.

The College of ACES Academic Computing Facility (ACF) in the basement of our building is still a challenge at times. It is most problematic for Funk's nighttime staff at the end of semesters if the ACF is not properly closed and students sneak in after hours. We continue to collaborate with our College of ACES colleagues in the building to find workable solutions. We'll have even more to discuss in the coming months, because the ACF is scheduled to close in Spring 2024 to be transformed into the ACES Learning Innovation Laboratory (ALIL), which is slated to include classrooms, meeting rooms, recording studios, and student lounge and study spaces.

With a 2½-week air conditioning outage window for floors 2-5 on the horizon (July 10-26, 2023), we devoted significant time to a variety of preparations, including making arrangements for open windows to be covered, fans and a dehumidifier to be delivered, and the temperature and humidity to be monitored by Preservation Services; communicating with Library HR, Library Facilities and Library administration about what, if any, conditions would trigger Funk to close; and organizing work-from-home projects for staff in case we did close.

Significant Changes

Classroom 509 is generating more traffic to Funk. The trend started in Fall 2021 as the Undergraduate Library (UGL) was looking for additional instructional space for Rhet classes. There were 26 classes/sessions scheduled in 509 in Fall 2021, and the number more than doubled to 69 classes/sessions in Fall 2022 when UGL was closed and the 509 renovations were mostly complete. Prior to the pandemic, 509 was typically only used a few times a semester, because it was such a poor instructional space. Additionally, in January 2023, the second and final phase of the classroom renovation was completed, which included Solstice for wireless laptop presentation, and cameras and microphones for hybrid events.

In April 2023, Susan Braxton, the Prairie Research Institute (PRI) Librarian, retired. We devoted significant time preparing for her retirement – making plans to cover Susan's responsibilities and ongoing projects and to fill the PRI Librarian position. In particular, the Life Sciences Division, in consultation with Library administrators and the Library's Executive Committee, had several discussions whether the PRI Librarian position should be a tenure-system faculty, specialized faculty, or academic professional position, and we decided on specialized faculty. The search was ongoing in Summer 2023.

We also had changes with our graduate student employees. We requested and received an increase in our GA allocation from 1.75 FTE to 2.25 FTE. With this increase, we have more GA shifts overlap with librarian and staff schedules, which improves training and mentoring, and we expanded GA off-desk hours, which provides more flexibility to work on projects and attend trainings/meetings. In the Agricultural Communications Documentation Center (ACDC), the graduate employees changed from GAs to graduate hourly employees to help sustain the endowment that supports the ACDC; the number of hours (i.e., 20 hours/week) did not change.

Contributions to University and/or Academic College Goals

- Our Solving the World's Challenges panel is open to anyone, and the hybrid format this year made it even more accessible, which contributes to the University's goal to "draw local and regional community members onto campus through the development of a broader spectrum of enriching cultural and athletic experiences."
- Subject specialists at Funk help the colleges we serve achieve the Illinois student learning outcome of "Intellectual Reasoning and Knowledge" by instructing students in how to use information tools to identify, retrieve, evaluate, use, and create new information while demonstrating awareness of the legal and ethical considerations involved in doing so. Some examples include: CPSC 102, CPSC 594, ECE 316, IB 435, and IB 546.
- Two Funk librarians participated in the Office of the Provost Mentoring Matters @ Illinois two-day summer workshop.
- Sarah provides a research data session as part of the Research Academy for early-career faculty in the College of ACES, Veterinary Medicine, Applied Health Sciences, and Social Work, which supports the College of ACES goal to "create a comprehensive professional development and support system for faculty and staff."
- Kelli supports PRECS: Phenotypic Plasticity Research Experience for Community College Students, the joint endeavor of the University of Illinois and Parkland College by providing instruction as part of their 10-week summer program at the University.

FY23 Unit Annual Goals

- Prepare for staffing changes. – *Ongoing.*
- Continue discussions with Acquisitions and Cataloging Services about the "boundwith" problem in Alma/Primo. (SD1) – *Ongoing.*
- Continue to monitor the situation with the aging BibLeaves platform and explore opportunities to migrate Funk content to new platforms. (SD1, SD3) – *Ongoing.*
- Finalize accession of the Illinois Natural History Survey's (IHNS') Fishes of Illinois artwork by the University Library. – *Ongoing. The materials were being digitized in Summer 2023.*
- Complete processing of the gift collection from the Macon County Forest Preserve District. – *Complete.*
- Update/create collection development statements for the collections in the library. – *Ongoing.*
- Continue contributing content for and participating in the Biodiversity Heritage Library (BHL). (SD1, SD3) – *Ongoing. In 6 months in FY23 we were among the top five contributors to BHL. Kelli serves on the Collections Committee and as Vice-Chair of the BHL Executive Committee. Kelli attended the annual meeting and on the Executive*

Committee, Kelli has contributed to different strategic objectives, including but not limited to leading sessions at the Annual Meeting on developing a new Code of Conduct as well as strategic directions, and partnering with other natural history organizations to developing engagement goals.

- Continue providing instruction across subjects represented by Funk Library, both in existing courses as well as providing workshops via platforms like the Savvy Researcher. – *Ongoing. Additionally, we provide GA teaching experience through sessions like our Fine-tuning Your Research with Scopus! and Introduction to Web of Science Savvy Researcher workshops.*
- Continue work on and publish Funk’s “Finding BIPOC Voices in STEM” LibGuide. (SD3) – *Completed. The guide was published in January 2023.*
- Investigate restoring/replacing the leather seating that is most worn. – *Ongoing. In Summer 2023, Library Facilities identified an external contractor, and we are waiting on a quote for the upholstery work.*
- Explore options to enhance or re-envision areas of the library. (SD2) – *Ongoing.*
- Consider avenues for gathering input from administrators, faculty, students, and others in our liaison units, in order to help us identify new, enhanced, or different initiatives to pursue. (SD1, SD2) – *Ongoing.*
- Outreach & Engagement:
 - Develop and implement tools to measure engagement with exhibits, workshops, and programs. (SD4) - *Ongoing.*
 - Maintain and continue to build relationships with associated departments and units. (SD3) - *Ongoing.*
 - Develop and implement one or more collaborative program/event/exhibit with a non-library entity. (SD3) - *Completed.*
- Agricultural Communications Documentation Center (ACDC):
 - Implement new outreach and engagement plan, with emphasis on serving Agricultural Leadership, Education, and Communication (ALEC) students, specialized instructors, and faculty. (SD2) - *Ongoing.*
 - Finalize a Deed of Gift document. - *Ongoing.*
 - Process the Robert & Susanne Morris Collection. (SD1) - *Ongoing.*
- Veterinary Medicine Library:
 - Collection maintenance: complete the weeding and shifting project begun the previous year. - *Completed.*
 - Virtual library: at the request of the program director, develop a vet med virtual library to support the new CVM online Master’s program. (SD2) - *Ongoing.*

FY24 Unit Annual Goals

- Prepare for staffing changes.
- Continue discussions with Acquisitions and Cataloging Services about the “boundwith” problem in Alma/Primo. (SD1)
- Continue to monitor the situation with the aging BibLeaves platform and explore opportunities to migrate Funk content to new platforms. (SD1, SD3)
- Finalize accession of the Illinois Natural History Survey’s (IHNS’) Fishes of Illinois artwork by the University Library.
- Update/create collection development statements for the collections in the library.

- Continue contributing content for and participating in the Biodiversity Heritage Library (BHL). (SD1, SD3). Continue serving on various committees, providing content, and participate in strategic planning on behalf of the University Library as well as developing collaborations across the Library, such as with digital humanities and archives.
- Continue providing instruction across subjects represented by Funk Library, both in existing courses as well as providing workshops via platforms like the Savvy Researcher.
- Continue efforts to restore/replace the upholstered seating that is most worn.
- Expand DEIA efforts and activities.
- Explore options to enhance or re-envision areas of the library. (SD2)
- Develop and implement tools to measure engagement with exhibits, workshops, and programs (SD4) and maintain and continue to build relationships with associated departments and units (SD3); both as part of our outreach and engagement efforts
- Agricultural Communications Documentation Center (ACDC):
 - Refine an outreach and engagement plan, with emphasis on serving Agricultural Leadership, Education, and Communication (ALEC) students, specialized instructors, and faculty. (SD2)
- Veterinary Medicine Library:
 - Virtual library: at the request of the program director, develop a vet med virtual library to support the new CVM online Master's program. (SD2)
 - Collection maintenance: explore the possibility of switching the print collection from Dewey classification to LC classification. (SD1)

Unit Needs

It would be extremely helpful to have a more efficient way to make and confirm IT/Alma requests for the many student assistants we hire. We make these requests in JOYCE when we enter each new hire, but the requests are not always completed and we have no way to see whether or not a request was completed.

A single-user restroom in the building would be a major improvement. The ACES Library, Information and Alumni Center only has men's and women's restrooms, and while there are single-user/gender-neutral restrooms in some nearby buildings, none of those building are open all of the hours the library is open. The Study Spaces Directory on the Library website highlights the "Nearest All Genders Restroom," and for Funk's study space that was left blank, because there is no single-user restroom in the building.

Graduate Assistants

- Funk Library had 5 GAs (2.25 FTE total) who were state funded. One of those GAs split their time between Funk and the Veterinary Medicine Library.
- Funk GAs provide advanced-level public service at the information desk, provide reference service (in-person, phone, email, chat), create and maintain web resources, and contribute to social media. They serve as the primary building supervisor during weekend and evening hours. Funk GAs are also assigned a variety of other projects throughout the school year depending on interest and availability. For the Veterinary Medicine Library, the GA plays a major role in the library operations.

II. Statistical Profile

Facilities

- User seating counts
 - at tables: 196
 - at carrels: 108
 - at public workstations: 29
 - at index tables: n/a
 - in group study rooms: 48
 - informal/other: 32

- Number of hours open to the public per week
 - Summer II 2022: 42.5 hours/week
 - Fall 2022: 104.5 hours/week
 - Spring 2023: 104.5 hours/week
 - Summer I 2023: 42.5 hours/week

Personnel

Librarians

- Susan Braxton (Academic Professional) (1.0 FTE, July 2022 – April 2023)
- Mike Dickinson (Faculty) (1.0 FTE)
- Erin Kerby (Faculty) (1.0 FTE Veterinary Medicine Library & Funk Library)
- Janis Shearer (Faculty) (1.0 FTE)
- Kelli Trei (Faculty) (1.0 FTE)
- Sarah Williams (Faculty) (1.0 FTE)

Staff

- John Bennett (Staff) (1.0 FTE)
- Hannah Burnett (Staff) (1.0 FTE, March 2023 – present)
- Lucy Moynihan (Staff) (1.0 FTE)
- Cindy Nakea (Staff) (1.0 FTE)
- J.D. Tanaro (Staff) (1.0 FTE, August – November 2022)
- Jennifer Vargo (Staff) (1.0 FTE)
- Pamela Ward (Staff) (1.0 FTE)

Graduate Students

- Veer Mehta (GA) (0.35 FTE)
- Lindsay Musil (GA) (0.5 FTE, shared with Vet Med)
- Kalyn Nowlan (GA) (0.5 FTE)
- Rachel Riffe (GA) (0.4 FTE)
- Evelyn Wiseman (GA) (0.5 FTE)

Student Assistants

- FY23 Student Wage budget: \$105,866 (including increase to partially cover increase in minimum wage effective 1/1/23)

User Services

- Gate Count (for Funk; extrapolation based on FY23 Sweeps Week): 116,384
- Circulation (for Funk & Vet Med collections; from circulation reports)
 - Charges: 4,455
 - Renewals: 1,890
- Reference Interactions (for Funk & Vet Med; extrapolation based on FY23 Sweeps Week): 2,240
- Presentations (for Funk & Vet Med)
 - Number of presentations to groups: 35
 - Number of participants in group presentations: 787