

## **Funk Library Annual Report, 2015-2016**

Submitted by: Pat Allen and Sarah Williams

### **Major Activities and Accomplishments**

- Using BibLeaves citation database software to build databases in Agricultural Communications Documentation Center special collection, City Planning Documents special collection, ACES Reference Collection, and CPLA Reference Collection. Work is ongoing.
- Full participation of Funk Graduate Assistants in Chat Reference Service.
- Worked with Department of Crop Sciences to acquire and digitize an historic collection of Illinois documents generated from an annual pesticide spraying school. Digitization was completed by the Digital Content Creation Unit. Paper version of the complete series was donated by the Crop Sciences Department.
- Conducted a pilot project to create a number of “drop in” instructional sessions taught by graduate assistants. These were typically not well attended.
- Offered a data management workshop at Funk Library to help reach faculty and students who might not attend a session at the Main Library.
- Worked with both the committee planning the Prairie Research Institute Library closing and Content Management Service to prepare for collections space needs for material (Kelli Trei coordinator).
- Made preparations to bring the Prairie Research Institute Librarian (Susan Braxton) into the unit as an academic professional. Some work was done to assure that her day to day functions could be performed from the Funk Library. An office space for her was developed on the fifth floor of the Funk Library. Collections from the PRI Library have largely been moved into Funk or where ever they were intended to be prior to closing the library.
- Continued to create both physical and virtual displays of interesting library collection areas. The virtual displays are on the Funk Library web page and the physical displays are in our display case.
- Continued with our embedded librarian service model. Kelli Trei spends at least one day per week in her office in Burrill Hall and uses that time to meet with researchers in her fields of liaison. We still maintain office space in the Institute for Integrative Biology, but spend little time actually in that office.
- Made plans with Library Administration to change the service profile of the Veterinary Medicine Library, with the intention of down-sizing that unit with the possibility of closure in December, 2016. The Veterinary Medicine Librarian would stay in the Vet Med building as an embedded librarian. Administrative negotiations are ongoing as to

how this will play out in the end. The Library Specialist position occupied by Cindy Nakea, who has been split between Funk and Vet Med, is projected to become 100% Funk.

- Biology Reference Collection (part of the Funk Reference Collection) updated.
- Kelli Trei continues to work with the Biodiversity Heritage Library.
- Implemented the DIBS room reservation system to make our spaces more easily reserved.
- Our extensive FAQ page was reviewed and recreated.
- Our AgNIC sites were moved to LibGuides.
- Microfilms were removed by CMS from room 206 to free up that meeting space.

### **Major Challenges**

- Late night staffing continues to be a problem as it is difficult to react to absences of regular staff due to sickness, etc.
- Library outreach to faculty not as robust as it should be.
- Planning for collection development in light of pending budget reductions.
- We have an open LOA position that is on hold currently.
- The facility itself is in some need of attention. Of particular concern are worn carpets, damaged furniture, and inadequate or damaged signage.
- We are not capable of doing some needed in-house technical service work due to lack of qualified staff.
- Our graduate assistant support for Funk reference was reduced by 10 hours per week, which is a challenge due to our graduate assistants being in charge of the building on evenings and weekends. Further reductions will cause problems in keeping the facility open, and limit our ability to complete projects

### **Significant Changes**

- Library IT installed a video monitor and computer interface in one group study room (306) and the Library conference room (206) located in Funk.
- Wireless access in the building has been improved
- The vending room on the first floor was converted to a meeting room by the ACES College, with the machines moved to an open area in the basement. This is important, as the vending room was a good place to divert people to who are eating in the library. The basement area is much less inviting, but will likely suffice as a place to send people.

## Contributions to Library Wide Programs

- Participant in Chat Reference as a unit.
- Beefed up data collection and recording for Funk activities in accordance with program established by centralized reference group.
- Sarah Williams works closely with the Research Data Service.
- Kelli Trei has worked with the Citation Management Software Working Group and the Electronic Books Task Force.
- Pat Allen serves on the Leader Services Leadership Team, which advises the AUL for User Services.

## Discussion of Past Goals for 2015-2016

- Enhance the work flow of the Agricultural Communications Documentation Center to assure its sustainability in future years, with focus on methods to identify and add documents to the ACDC database and include more Library faculty/staff in efforts. *Meetings were held with Jim Evans and Lulu Rodriguez to plan for more involvement by the Library and the Media College in ACDC activities. Allen devised a plan for adding important citation information to database with the assistance of graduate assistants. Rodriguez developed a template to deliver a more palatable version of the ACDC Newsletter.*
- Make finding guides and outreach material to build upon the many materials on agricultural communications and agriculture that are currently in the University Archives. *Ongoing.*
- Integrate staff and services previously located in Prairie Research Institute into the Funk Library operations. *This took place with little fanfare and few problems.*
- Make efforts to prepare for expected austerity planning for collections in Biology, ACES, PRI, Urban and Regional Planning, and Landscape Architecture. *Ongoing.*
- Prepare to respond to needed staffing changes/reductions in light of austerity planning and budget challenges. *Our support for graduate assistants was reduced by 0.25 FTE.*
- Prepare for possible sabbatical coverage for Melody Allison should her sabbatical be approved. *Done.*
- Prepare for migration of existing web presence to new Content Management System. *Ongoing, pending activities from Main Library.*
- Plan to update our instructional abilities and knowledge base regarding citation management options for our user population. *Ongoing, but this has been incorporated*

*into our current bibliographic instruction sessions.*

- Implement a new scheduling/reporting software for managing student worker schedules and payroll. *Done.*
- Investigate possibility of changing most/some public work stations in Funk Library to login access only. *Done. We made most machines login only, with a small group by the service desk that are completely open.*
- Make fuller use of developing expertise of Funk Graduate Assistants for providing project support for entire Life Sciences Division. *Ongoing.*
- Develop action plan for addressing technical service needs in the unit that more effectively involves CAM. *Ongoing.*
- Continue and improve in-house training of graduate assistants. *Ongoing.*
- Keep unit progressing and in line with centralized reference functions and programs in terms of being a major reference hub for the life sciences. *This is ongoing, but is becoming a challenge with diminished resources.*

### **Goals for 2016-2017**

- Engage Funk Graduate Assistants and provide valuable pre-professional experience, including projects for the entire Life Sciences Division.
- Respond to staffing changes/reductions due to the tight budget.
- Participate in discussions about future plans for the Veterinary Medicine Library, and consider ways to further align the work of Funk Library and the Veterinary Medicine Library.
- Consider how the findings of the Ithaca S+R Agriculture Research Support Services study could inform Funk Library initiatives and activities.
- Consider carefully and create a plan for any new Funk Library outreach initiatives.
- Look actively for opportunities to use the Funk Library display and marketing materials at relevant events.
- Begin developing documentation for specific technical services tasks that are handled in Funk Library.
- Prepare to implement the Funk Library website and related sites in the new Content Management System.
- Make finding guides and outreach material to build upon the many materials on agricultural communications and agriculture that are currently in the University Archives.

## Graduate Assistants

- The Funk Library employed 4 graduate assistants (1.75 FTE) on state funding.
- The Funk Library employed 0.25FTE graduate hourly from gift/endowment funds specifically for the Agricultural Communications Documentation Center.
- These are pre-professional positions that focus primarily on user service, web development, database creation and maintenance (mostly ACDC), collection analysis, and other services. Graduate Assistants in the Funk Library typically are multi-tasking and do not overlap coverage, as they are the first line of reference service we use and we don't have enough coverage currently to cover all of our reference hours. Our graduate assistants are the building supervisors between the hours of 5-7pm weekdays, 5-10pm Fridays, 10am-10pm Saturday, and 10am-7pm Sunday. During the hours listed (34 hours per week), we are staffed only by a graduate assistant and undergraduate student worker(s).

## Facilities

- User seating counts (if applicable)
  - at tables
    - 132
  - at carrels
    - 89
  - at public workstations
    - 38
  - at index tables
    - 0
  - in group study rooms
    - 36
  - informal/other
    - 2 at visually impaired stations, 32 lounge chairs
- Number of hours open to the public per week (if applicable)
  - Summer II 2013
    - 42.5 (M-F 8:30-5:00)
  - Fall 2013
    - 116.5 (M-Th 8:30am-3am; F 8:30am-10pm; Sa 10am-10pm; Sn 10am-3am)
  - Spring 2014
    - 116.5 (M-Th 8:30am-3am; F 8:30am-10pm; Sa 10am-10pm; Sn 10am-3am)
  - Summer I 2014
    - 42.5 (M-F 8:30-5:00)

## Personnel

- Pat Allen (faculty) (100%)
- Melody Allison (faculty) (100%)
- Sarah Williams (faculty)(100%)
- Kelli Trei (faculty) (fluctuating percent)
- Lucy Moynihan (staff)(100%)
- Sandra Holloway (staff)(100%)
- Cindy Nakea (staff) (75% approximately, shared with Vet Med Library as needed)
- Kristine Arvola (staff)(100% 12 month contract for late night shift)
- John Bennett (staff) (approximately 0.5FTE, 9 month position for late night shift)
- LOA position (vacant) (100%)
- Tyler Austgen (GA) (0.5 FTE)
- Alfred Wallace (GA) (0.5 FTE)
- Christopher Bailey (GA) (0.5 FTE)
- Cailin Cullen (GA) (0.25 FTE Funk) (0.25 FTE ACDC)

## User Services

- Gate Count (as reported during FY15 Sweeps Week).
  - 156,792
- Circulation (from Voyager circulation reports)
  - Initial and renewal.

8197	10299	8369
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    - 26865
  - Manual (if applicable) – Report using the web form at:  
<https://illinois.edu/fb/sec/1804189>
  - Other (if available)
- Reference interactions (from DeskTracker)
  - Units that maintain continuous reference statistics may substitute actual numbers instead of the Sweeps Week sample.
    - 132 (Sweeps weeks)
- Presentations (from the Instructional Statistics database)
  - Number of presentations to groups
    - 18
  - Number of participants in group presentations
    - 297