

Funk Library Annual Report, 2018-2019

Submitted by: Sarah Williams

I. Unit Narrative

Major Activities and Accomplishments

This year we made significant progress on numerous substantial collection projects:

- **CPLA Reference collection** – Since new items were rarely added to the City Planning Landscape Architecture (CPLA) Reference collection and since the collection was rarely consulted, the CPLA Reference collection was disbanded in Summer 2019. Based on publication year, University Library holdings, etc., CPLA Reference materials were transferred to Funk ACES Reference, Funk ACES Stacks or Oak Street, or were withdrawn. Funk staff members and GAs processed the entire collection, which included approximately 1,150 volumes, in May-June 2019.
- **Agricultural Statistics collection** – Since only about 9% of the titles were still received in print and since the print collection was rarely consulted, the Agricultural Statistics collection was disbanded in Summer 2019. Throughout the year, Funk GAs reviewed the collection title-by-title, and using criteria including publication year(s), online access, and geographic scope (e.g., Illinois publications vs. national publications), they noted a transfer location for each title. Funk staff members processed the entire collection, which included 178 titles, in two waves in March 2019 and July 2019.
- **Inventory follow-up work** – In July 2018, we completed our inventory project to scan every volume in our collection. Afterward, CMS provided us a report of 309 items that were included in our inventory but were not in Voyager. We reviewed each of these items and corrected every problem that could be corrected. At the end of the fiscal year, we were awaiting a cleaned-up report from CMS of items in Voyager but not in our inventory.
- **Compact Stacks project** – Since Oak Street cannot currently accommodate older items in our collection that have zero circulations, we are considering other avenues to create space in our facility, including making better use of our compact stacks shelving on Floor 4. From Spring through Summer 2019, Funk staff members measured the open space in Compact Stacks and the length of closed serials in our regular stacks to see what criteria could be used to move select closed serials to Compact Stacks.
- **Biodiversity Heritage Library (BHL)** - Through the efforts of Funk staff, the University Library contributed 235 volumes to BHL in FY19 (up from 166 in FY18). We were able to send more materials for digitization by enlisting a Funk GA to assist with processing. During FY19, our institution was among the top five contributors (by page count) in July, September, January, February and April, and was the top contributor in February and April 2019. We worked with the University Archives and the Digital Reformatting Coordinator to contribute the Specimen Collection Logs of Charles Robertson, which were donated to the University Archives by the Illinois Natural History Survey Insect Collection. In addition to making this early biodiversity data publicly available, this represents a proof of concept of a previously unexplored digitization option for some archival materials. Funk librarians met with the head of the Rare Book

and Manuscript Library (RBML) to discuss contributing requested materials that are held by RBML. We participated in BHL's #HerNaturalHistory social media campaign by contributing Flickr albums representing the work of illustrators associated with the Illinois Natural History Survey. Kelli Trei has also been actively participating in BHL strategic planning.

- **CPLA Special Collections** – In Summer 2019, we made a big push to finish entering records in the CPLA Special Collections BibLeaves database.
- **Funk ACES Reference collection** – This year we continued assessing the agricultural reference books, and as a result, we removed dozens of titles from the reference collection.

Our small pool of loanable technology continues to be heavily used. In FY19, our 12 power adaptors and cables were charged 1,120 times.

We also continued to devote time and effort to a variety of engagement and outreach activities:

- **“Solving the World’s Challenges” Panel Presentation** – Again this year our greatest effort was our 2nd annual “Solving the World’s Challenges” panel presentation in the library on April 9, 2019. This year’s panel was focused on biodiversity and conservation and featured researchers from the Prairie Research Institute, the Department of Natural Resources and Environmental Sciences, and the Department of Landscape Architecture. We had a strong turnout of around 45 attendees, and the panelists’ presentations were excellent. New this year, we received a University Library marketing grant to hire a graphic designer to help develop a postcard to promote the event and the University Library’s contributions to the Biodiversity Heritage Library. Given our success with this event, plans are already underway for our 3rd annual panel in Spring 2020.
- **Social Media** – With thoughtful planning and GA mentoring, our social media activity continues to flourish, which has allowed us to increase our connections within the Library and with the units we serve, and engage more with our patrons.
- **Finals Activities** – We continued to offer our own stress-relieving activities, including a jigsaw puzzle and coloring sheets featuring images from the Biodiversity Heritage Library.
- **Explore ACES** – For a third year in a row, Funk librarians, staff and GAs staffed a table at Explore ACES, which is a two-day College of ACES event focused on students admitted to the college and other high school students. Every year the event is organized by different people and has a different format, but we make an effort to stay involved.

In Fall 2018, the Funk ACES Library had its first meaningful connection with University of Illinois Extension in years. Two library sessions were provided to Extension educators from around the state as part of their on-campus training/conference. One session had about 45 attendees and the other about 25 attendees. These connections provide a foundation for our new Public Services and Engagement Librarian to build on in her liaison activities with Illinois Extension.

In FY2019, Funk Library and the Life Sciences Division (LSD) submitted two librarian position requests to the Library’s Executive Committee, and both requests were approved.

- The first request was in response to Pat Allen's retirement in May 2018 and Sarah Williams filling the Head Librarian position. LSD librarians gave thoughtful consideration to the division's greatest needs, and we proposed a new position – Public Services and Engagement Librarian, which will coordinate and expand the division's outreach and engagement activities; serve as the liaison to University of Illinois Extension and the newly merged Agricultural Leadership, Education, and Communications program; and manage the Agricultural Communications Documentation Center (ACDC). Janis Shearer starts in this position on August 16, 2019.
- The second request was in response to Melody Allison's retirement in June 2019. We requested a Planning, Landscape Architecture, and Agriculture Librarian position to cover Melody's responsibilities – liaison to the departments of Urban and Regional Planning, and Landscape Architecture; liaison to 1-2 departments in the College of ACES; and GA supervisor. By the end of the fiscal year, the search committee had been formed.

In Spring 2019, we had two exceptional GAs who were graduating – Steffanie Cain and Sharon Han, so we nominated both of them for the Library's Outstanding Graduate Student Award. From an impressive pool of nominations, Sharon Han was selected as the award winner!

Major Challenges

With our two librarian position requests approved in FY2019, librarian numbers are looking up, but it is still worth noting the challenges we are facing at the start of FY2020 with our limited number of librarians. With Melody Allison's retirement, LSD starts FY2020 with only 4 librarians (only three of whom are faculty, although they are all now tenured or have recently earned tenure). LSD librarians continue to assume more responsibilities to cover retirements, but this is a challenge to sustain, when we already support a significant number of faculty members, academic professionals and students, and manage sizable state and endowment/gift funds. We are also stretched thin to meet required commitments, such as Division Coordinator and representatives to the Faculty Review Committee and the Collection Development Committee. We look forward to our librarian positions being filled.

The limited librarian office space in Funk Library continues to be a challenge, although this situation also appears to be slowly moving in the right direction. At the end of FY2019, we had no available office space – Susan Braxton's office remains on the 5th floor; Janis Shearer's office will initially be on the 5th floor in a cubical in the ACDC; and Erin Kerby finds space where she can when she is at Funk one day a week. The day we received approval for our Public Services and Engagement Librarian position we escalated our request for more office space. Throughout the year, we had multiple communications with Library administration, facilities, and business office and with College of ACES advancement. The office construction project gained momentum in Summer 2019, with a kick-off meeting in July 2019, and we expect the new offices to be complete before the end of FY2020.

Our computer classroom (509 Funk ACES) hampers library instruction, because of the room's poor layout and its inflexibility. Some Funk librarians strive to schedule library sessions

anywhere but 509 Funk ACES, because it is not very conducive for instruction. In Fall 2018, we received requests from librarians to host a hackathon and a Data Carpentry workshop in 509, but both librarians decided not to use our classroom because of limited outlets for attendee laptops/devices and because the room could not accommodate small group work. If 509 Funk ACES could become a more modern instructional space, we think it could become a destination for a variety of library sessions and events.

Significant Changes

Effective October 2018, the Veterinary Medicine Library switched to reporting through the Funk ACES Library, rather than reporting directly to the AUL for User Services. This change was approved by the Library's Executive Committee.

This fiscal year our GA allocation increased slightly from 1.5 FTE to 1.75 FTE, which has been extremely beneficial. We were able to hire 5 GAs (2 50% appointments, and 3 25% appointments), which is crucial for weekend coverage, and we had more hours when GAs overlapped with librarians, which is valuable for mentoring and providing a positive pre-professional experience.

We continued to partner with the College of ACES Office of Academic Programs on the ACES Collaborative Learning Center (ACES CLC), which is a peer-tutoring center located near the Funk ACES circulation desk. Since the CLC struggled to get College of ACES students to take advantage of the service, we made a concerted effort to promote the CLC this year. Nevertheless, the ACES Office of Academic Programs decided to not re-open the CLC in Fall 2019, although the situation could change in the future, with a new ACES Associate Dean for Academic Programs starting in August 2019.

In May 2019, Melody Allison announced that she was retiring on June 30, 2019. The remaining Life Sciences Division librarians made plans to cover Melody's major responsibilities until a replacement can be hired:

- Susan Braxton will serve as the librarian for the departments of Urban & Regional Planning and Landscape Architecture, including collection development
- Erin Kerby will serve as the librarian for the department of Human Development & Family Studies.
- Kelli Trei will serve as the librarian for the department of Food Science & Human Nutrition.
- Sarah Williams will serve as the Funk ACES GA Supervisor.

Funk Library had a slight change in hours for the 2018-2019 school year. When the Undergraduate Library changed its Sunday through Thursday hours from 24 hours to closing at 2:30am, we coordinated our hours, so that we also closed at 2:30am Sunday through Thursday, instead of 3:00am.

Contributions to Library-wide Programs

Funk Library has contributed titles to the BTAA Shared Print Repository 2 (SPR2) at University of Illinois.

LSD librarians make significant contributions to library-wide instruction programs, including Savvy Researcher workshops and Hub training.

LSD librarians are closely connected to the Research Data Service and participate in data curation activities and data management plan reviews.

Funk Library GAs participate in the University Library's Ask-a-Librarian service, and most Funk librarians participate in the Research Consultation Scheduler program that allows patrons to directly schedule consultation appointments with librarians.

Funk Library contributes to the Library's public engagement efforts. We organized a panel presentation - Solving the World's Challenges: Biodiversity and Conservation – in the Spring semester that had a strong turnout of around 45 attendees, including at least a few community members.

Review of FY19 Unit Annual Goals

- Respond to staffing changes/reductions.
Ongoing. In FY19, LSD submitted two librarian position requests, which were approved. The search for our Public Services and Engagement Librarian position was successful, and Janis Shearer starts August 16, 2019. The search for our Planning, Landscape Architecture, and Agriculture Librarian position is underway.
- Pursue opportunities to collaborate with other library units.
Ongoing. LSD librarians frequently collaborate with the Research Data Service, and we will continue to pursue opportunities to collaborate with other library units.
- Maintain existing and carefully consider new outreach and engagement activities.
Ongoing. We devoted significant time and effort to continuing existing outreach and engagement activities, such as social media and finals activities, and we hired a Public Services and Engagement Librarian to help us maintain and expand our activities in this area.
- Organize our second “Solving the World’s Challenges” event in Spring 2019.
Complete. This year’s panel was focused on biodiversity and conservation and featured researchers from the Prairie Research Institute, the Department of Natural Resources and Environmental Sciences, and the Department of Landscape Architecture. We had a strong turnout of around 45 attendees, and the panelists’ presentations were excellent.
- Complete the inventory of the print collection in Funk Library and follow-up on any work identified by that project.
Ongoing. We completed the inventory, and we completed follow-up work on a report of 309 items that were included in our inventory but were not in Voyager. At the end of the fiscal year, we were awaiting a cleaned-up report from CMS of items in Voyager but not in our inventory.

- Continue to review and assess the print collection, such as the Reference Collection and the Agricultural Statistics Collection.
Ongoing. This year we made significant progress on rethinking some of our dated and low-use print collections; we disbanded the CPLA Reference collection and the Agricultural Statistics collection.
- Continue our contributions to the Biodiversity Heritage Library, including working with the University Archives on the addition of unique and at-risk collections records from Illinois Natural History Survey (INHS), and exploring contribution of in copyright publications of the INHS.
Ongoing. This year we were again a major contributor to the BHL. In particular, we contributed the Specimen Collection Logs of Charles Robertson, which were donated to the University Archives by the Illinois Natural History Survey Insect Collection; this represents a proof of concept of a previously unexplored digitization option for some archival materials.
- 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.
Ongoing. We will continue to pursue opportunities to gather input from patrons and stakeholders.
- Explore options to enhance or re-envision areas of the library.
Ongoing. This year we disbanded and weeded several low-use print collections, which has significantly increased our flexibility in areas of the library. For example, we disbanded the Agricultural Statistics collection to make room for new librarian offices.
- Create and organize documentation for our core operations.
Complete. In Summer 2018, Funk staff devoted significant time and effort to documenting important technical services and operational tasks, such as serials, hiring student assistants, and night-shift procedures. We will need to make a point of maintaining this documentation in the future.

FY20 Unit Annual Goals

- Respond to staffing changes.
- Complete onboarding for our new librarian(s).
- Manage librarian office construction project.
- Explore options to enhance or re-envision areas of the library.
- Maintain existing and carefully consider new outreach and engagement activities.
- Continue developing a marketing and outreach plan for the Veterinary Medicine Library.
- Organize our third “Solving the World’s Challenges” event in Spring 2020.
- Consider any remaining follow-up work from our 2018 inventory project.
- Continue work to transfer select closed serials to our Compact Stacks.
- Continue contributing content for and participating in the Biodiversity Heritage Library (BHL).
- Pursue opportunities to collaborate with other units, inside of and outside of the Library.
- 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.

Graduate Assistants

- Funk Library had 5 GAs (1.75 FTE total) who were state funded.
- Funk Library also had 2 GAs (0.50 FTE total) for the Agricultural Communications Documentation Center (ACDC), who were paid with endowment funds.
- Funk Library Graduate Assistants provide advanced-level public service at the Funk Library 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 Library Graduate Assistants are also assigned a variety of other projects throughout the school year, such as collection management and exhibits, depending on interest and availability.

II. Statistical Profile

Facilities

- User seating counts
 - at tables: 134
 - at carrels: 94
 - at public workstations: 39
 - at index tables: n/a
 - in group study rooms: 48
 - informal/other: 32
- Number of hours open to the public per week
 - Summer II 2018: 42.5 hours/week
 - Fall 2018: 112 hours/week
 - Spring 2019: 112 hours/week
 - Summer I 2019: 42.5 hours/week

Personnel

Librarians

- Melody Allison (Faculty) (1.0 FTE, retired June 30, 2019)
- Kelli Trei (Faculty) (1.0 FTE)
- Sarah Williams (Faculty) (1.0 FTE)
- Susan Braxton (Academic Professional) (1.0 FTE)
- Erin Kerby (Faculty) (1.0 FTE at Veterinary Medicine Library)

Staff

- John Bennett (Staff) (1.0 FTE)
- Erik Chapman (Staff) (1.0 FTE)
- Lucy Moynihan (Staff) (1.0 FTE)
- Cindy Nakea (Staff) (1.0 FTE)
- Elisabeth Paulus (Staff) (0.67 FTE)
- Hailley Shaw (Academic Hourly) (0.5 FTE ACDC, July 2018-January 2019)

Graduate Students

- Emily Benton (GA) (0.25 FTE; 0.25 FTE ACDC, January-June 2019)
- Steffanie Cain (GA) (0.5 FTE, shared with Vet Med)
- Sharon Han (GA) (0.5 FTE)
- Madison Martin (GA) (0.25 FTE)
- Courtney Smith (GA) (0.25 FTE ACDC, January-May 2019)
- Alex Wieker (GA) (0.25 FTE)

Student Assistants

- FY19 Student Wage budget: \$81,454

User Services

- Gate Count (for Funk; extrapolation based on FY18 Sweeps Week): 140,552
- Circulation (for Funk & Vet Med; from Voyager circulation reports)
 - Charges: 8,566
 - Renewals: 9,721
 - Discharges: 8,935
- Reference Interactions (for Funk & Vet Med; extrapolation based on FY18 Sweeps Week): 3,696
- Presentations (for Funk & Vet Med; from the Instructional Statistics database)
 - Number of presentations to groups: 15
 - Number of participants in group presentations: 258