

# Funk Library Unit Annual Report

2013-2014

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## Overview:

We had a number of staffing challenges this year. Pat Allen, Funk Unit Head, was on sabbatical for much of the year. We had a couple of retirements and worked to fill them. We continued to maintain late night hours on weeknights and longer hours on weekends. A new Bioscience Librarian and Veterinary Medicine Librarian began working. We experienced some turn over in our late night staff. Sarah Williams was granted tenure.

## Noteworthy:

- Springer Scan Project – 48 items – completed
- Oversize items in Reference area weeded - Old Atlases to Oak Street, Current ones to Reference Shelves - First shelf range clear for LC in future
- Extra hours proposed for UI series analyzation project
- Funk Library Inventory project
- ACES Reference BibLeaves Project
- CPLA Reference BibLeaves Project
- CPLA mobile ap created
- Fix 630.7 problems – pam binding issue
- Vet Med Serials Check-in Project
- CPLA planning documents from ISL - cataloging project in process

## Facilities

- New staff whiteboards – one for staffing and one for projects
- Building Service Workers move from nights to days
- Minor leak contained
- Funk-ACES Library Building Emergency Action Plan created
  - Had Funk reviews
  - Training session by Officer Scott Short and Jeff Schrader was held and recorded.
- Integrated Pest Management
  - gathers and checks traps, records on report
  - monitors and reports eClimate

## Personnel:

- Pat Allen was on sabbatical from October 16, 2013 through July 16, 2014. Most administrative duties were carried out by Melody Allison and most liaison duties were carried out by Sarah Williams during his sabbatical period.

- Long time Library staff member Barbara Trumpinski-Roberts retired in June, 2014. Her position has been upgraded to an LOA position and will be filled later in 2014.
- Joyce Wright retired in December, 2013. She had been working 3 days per week in the Agricultural Communications Documentation Center (ACDC).
- Lura Joseph began working in the ACDC after Joyce's retirement in January, 2014.
- Julie Bumpus, one of our late night civil service staff members, moved over to CAM in January, 2014.
- John Bennett was hired as late night civil service to replace Julie Bumpus in April, 2014.
- Funk was approved 2.0FTE GA support for the fiscal year 2014-2015.
- Pat Allen (faculty) (100%)
- Meoldy Allison (faculty) (100%)
- Sarah Williams (faculty)(100%)
- Kelli Trei (faculty) (fluctuating percent)
- Joyce Wright (faculty) (66%)
- Lura Joseph (faculty)(60%)
- Barb Trumpinski-Roberts (staff)(100%)
- Lucy Moynihan (staff)(100%)
- Sandra Holloway (staff)(100%)
- Kristine Arvola (staff)(100% 12 month contract for late night shift
- Julie Bumpus (staff) (approximately 0.5FTE, 9 month position – left in January).
- John Bennett (staff) (approximately 0.5FTE, 9 month position – started in April).
- Alvin Stockdale (GA) (0.25 FTE)
- Daniel Hoiland (GA) (0.25 FTE)
- Brady Waldrop (GA) (0.50 FTE)
- Nicole Helreigel (GA) (0.5 FTE)
- Kathryn Vanderboll (GA) (0.5 FTE)
- Matt Harrington (GA) (sponsored research) (ACDC)
- Stephanie Pitts-Noggle (GA) (0.5 FTE) (endowed) (ACDC)

#### Progress from Goals/Planning from last year:

- *Cover Pat Allen during his sabbatical (October 16, 2013 through July 15, 2014). Melody Allison and Sarah Williams will share acting unit head duties during this period.* This seemed to work out very well.
- *Integrate new Biosciences Librarian and Vet Med Librarian into the University of Illinois system.* This is ongoing, but still progress has been made.
- *Continue implementing centrally driven service programs for reference service, while adjusting our pre-existing efforts for best effect.* We began a more robust program for collecting statistics, and also began incorporating the READ scale.
- *Continue pursuing a more robust embedded librarian model where it will be most effective. Develop methods for holding "on call" hours for unit librarians that also help forward the embedded model.* Kelli Trei's primary office is in the Grainger Engineering Library, but she also has office space in Burrill Hall where the previous Biology Library staff was housed. There is a computer/instructional lab adjacent to this space, and it is expected that this proximity will allow for some effective outreach to Life Sciences students and researchers. Erin Kerby continues to be located primarily in the Vet. Med. Library. Both Kelli and Erin also contribute to Funk activities on some levels, especially in terms of training and staff meetings.
- *Develop an operational structure that allows for continuous operation of the Veterinary Medicine Library that alleviates time strain on the Veterinary Medicine Librarian. The librarian position in the Vet Med Library has been required to provide operational support for basic functions in the past (example, keeping the library open during lunch periods).* This is ongoing, but progress has been made. Cindy Nakea continues to share duties in both Funk and Vet. Med. Hourly staffing has also been made available to Vet Med when most appropriate.
- *Fill the role of Joyce Wright in the Agricultural Communications Documentation Center upon her retirement.* Lura Joseph filled that role.
- *Enhance the work flow of the Agricultural Communications Documentation Center to assure its sustainability in future years.* This is ongoing. Work has been done on the database and thesaurus.
- *Increase bibliographic access to some of our important but poorly cataloged collections. We have internal UIUC documents that need to be cataloged prior to digitization. We also have some special collections in agricultural communications and urban planning that need attention.* We attempted to get extra hours for Julie Bumpus to work on some of this, but the hours were not approved. We have made solid progress in the mentioned special collections.

#### Goals for 2014-2015

- Increase bibliographic access to some of our important but poorly cataloged collections. We have internal UIUC documents that need to be cataloged prior to digitization. We

also have some special collections in agricultural communications and urban planning that need attention.

- Process our remaining collection of microfiche to a better qualified unit within the Library.
- Fill the leadership role in the Agricultural Communications Documentation Center (ACDC) when Lura Joseph departs in January, 2015.
- Integrate the workings in the ACDC more with the workings of the Funk Library
- Enhance the work flow of the Agricultural Communications Documentation Center to assure its sustainability in future years.
- Assess the effectiveness of our present outreach/liaison activities.
- Assess the effectiveness of our embedded librarian program.
- Do some strategic planning for the next 3-5 years.

#### Graduate Assistants

- The Funk Library employed 2.0 FTE graduate assistants on state funding.
- The Funk Library employed 0.5FTE graduate assistants 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.

#### Hours/Services:

- We maintain a schedule of 8:30am – 3:00am Monday through Thursday; 8:30am – 10pm Friday; 10am – 10pm Saturday; and 10am – 3am Sunday.
- The building is used heavily, especially during the evening and late evening hours.
- We maintain official reference service hours from 10am – 10pm 7 days per week.
- Our summer hours are 8:30am-5pm Monday – Friday.