

Funk Library Annual Report, 2014-2015

Submitted by: Pat Allen

Major Activities and Accomplishments

- Received Marketing Grant to create bookmarks and a table top display for the Funk Library
- 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.
- 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 is being completed by the Library.
- Identified existing digital Illinois Soil Surveys available globally, and targeted soil surveys that are either not digitized or digitized in an unsatisfactory manner (this is in cooperation with the Illinois Soil Survey Office and done at their request).
- Worked with an ACES professor who was struggling to identify potential electronic readings for a Local Foods course he was developing. This was a project in which we identified electronic books/chapters, electronic review articles, and electronic popular readings for approximately 20 topics reflected in the proposed course syllabus.
- Conducted a pilot project to create a number of “drop in” instructional sessions taught by graduate assistants. These were typically not well attended.
- Worked with both the committee planning the PRI Library closing and Content Management Service to prepare for collections space needs for material (Kelli Trei coordinator).
- Began and 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.
- Biology Reference Collection (part of the Funk Reference Collection) updated.
- Received a nice gift of historical agricultural books from the Trainor family, with many of the items being unique and not part of our collection.

- 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.

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 Services Committee.
- 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 2014-2015 (*in italics*)

- 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. *Ongoing. The Funk Library has continued and built upon the application of BibLeaves to control a number of our gray collections. Our abilities to do some of the needed technical services work for some other projects is limited due to our staff not having appropriate cataloging privileges. We have begun to establish a better method of getting some needed actions completed by working more closely with Technical Services.*
- Process our remaining collection of microfiche to a better qualified unit within the Library. *Ongoing. This is a technical service issue for the most part, and we have limited staff support to complete the needed actions. CMS may have made some progress on this, but work remains to be completed.*
- Fill the leadership role in the Agricultural Communications Documentation Center (ACDC) when Lura Joseph departs in January, 2015. *Pat Allen stepped in to fill the role of ACDC coordinator when Lura left. He worked with incumbent GA Kelsey Berryhill to maintain operations and focus on the coming year. A new GA for the center was hired during the summer, 2015. An existing Funk GA was trained by Berryhill prior to her departure. This GA helped to maintain services while no official ACDC GA was on duty, and also helped to train the newly hired GA upon her arrival.*
- Integrate the workings in the ACDC more with the workings of the Funk Library. *There is more sharing of expertise between the regular Funk staff and ACDC staff. Some of this is being accomplished by having one half-time GA share her time equally between the Funk Information Desk and the ACDC. This position is funded half by Library state funds and half by endowed funds. The ACDC half comes from the endowed funds. A regular Funk reference GA has also been trained to do needed activities in ACDC if needed, and this person helped maintain operations during the summer between GA hires for the ACDC. The Funk Unit Head is also now overseeing the operations of the ACDC, which allows for better utilization of available resources. It remains to be seen whether another faculty member similar to Joseph will be assigned permanently to the ACDC.*

- Enhance the work flow of the Agricultural Communications Documentation Center to assure its sustainability in future years. *Ongoing. Some major accomplishments in recent past years have created some excellent documentation to be used in training new staff and assuring consistent service. More work needs to be done, especially in the area of upper level support, for a more sustainable and successful future. Copyright restrictions are also being more closely monitored, as we sometimes get requests from outside of campus to obtain copies of materials indexed in the ACDC database. We now typically respond to these requests with suggestions for legally obtaining the materials either through local library collections or interlibrary loan.*
- Assess the effectiveness of our present outreach/liaison activities. *Ongoing*
- Assess the effectiveness of our embedded librarian program. *Ongoing*
- Do some strategic planning for the next 3-5 years. *Ongoing.*

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.
- Make finding guides and outreach material to build upon the many materials on agricultural communications and agriculture that are currently in the University Archives.
- Integrate staff and services previously located in Prairie Research Institute into the Funk Library operations.
- Make efforts to prepare for expected austerity planning for collections in Biology, ACES, PRI, Urban and Regional Planning, and Landscape Architecture.
- Prepare to respond to needed staffing changes/reductions in light of austerity planning and budget challenges
- Prepare for possible sabbatical coverage for Melody Allison should her sabbatical be approved.
- Prepare for migration of existing web presence to new Content Management System.
- Plan to update our instructional abilities and knowledge base regarding citation management options for our user population
- Implement a new scheduling/reporting software for managing student worker schedules and payroll
- Investigate possibility of changing most/some public work stations in Funk Library to login access only
- Make fuller use of developing expertise of Funk Graduate Assistants for providing project support for entire Life Sciences Division
- Develop action plan for addressing technical service needs in the unit that more

effectively involves CAM

- Continue and improve in-house training of graduate assistants
- Keep unit progressing and in line with centralized reference functions and programs in terms of being a major reference hub for the life sciences

Graduate Assistants

- The Funk Library employed 5 graduate assistants (2.0 FTE) on state funding.
- The Funk Library employed 0.5FTE 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%)
- Meoldy Allison (faculty) (100%)
- Sarah Williams (faculty)(100%)
- Kelli Trei (faculty) (fluctuating percent)
- Lura Joseph (faculty)(60%) (left for sabbatical February, 2015 and not expected to return)
- 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 – started in April)
- LOA position (vacant) (100%)
- Alvin Stockdale (GA) (0.25 FTE) (left summer 2014)
- Nicole Helreigel (GA) (0.5 FTE)
- Tyler Austgen (GA) (0.5 FTE)
- Taylor Parks (GA) (0.5 FTE)
- Alfred Wallace (GA) (0.25 FTE)
- Rebecca Ransberger (GA) (0.25 FTE)
- Matt Harrington (GA) (sponsored research) (ACDC)
- Kelsey Berryhill (graduate hourly) (0.5 FTE) (endowed) (ACDC)

User Services

- Gate Count (as reported during FY14 Sweeps Week).
 - 185,912
- Circulation (from Voyager circulation reports)
 - Initial and renewal.

8059	10633	8162
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- 26854
- 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.

- Presentations (from the Instructional Statistics database)
 - Number of presentations to groups
 - 16
 - Number of participants in group presentations