

Funk Library Annual Report, 2016-2017

Submitted by: Sarah Williams

I. Unit Narrative

Major Activities and Accomplishments

Funk Library made a conscious effort to increase its engagement with and outreach to patrons and other interested individuals. We planned for and increased expectations of Funk Library GAs to become involved in our social media accounts. As a result, Funk Library has much more regular activity on Twitter and Facebook, and the activity intentionally represents the variety of units and research areas that we serve. In November, Funk Library had a table/exhibit at the Library Friends Event, and in March, Funk librarians, staff and GAs staffed a table/exhibit at Explore ACES, the College of ACES' major open house for prospective and admitted students. In the spring, we also experimented twice with requesting feedback from patrons informally via a whiteboard – asking what they love about Funk Library and what they wish Funk Library had. One of our student assistants also designed a new Funk Library bookmark, which we had printed to distribute in the library or at events. In summer 2017, we started discussions and planning for a potential event in Funk Library during the 2017-2018 academic year.

We also devoted substantial time and resources to the collection in Funk Library. To prepare for potential inventory project in the future, we started working with Collection Management Services on a multi-phased project targeting duplicates. In spring and summer 2017, we removed many items that were duplicated within the Funk Library collection.

Funk librarians and GAs made significant progress on the WordPress migration project. This was not necessarily a straightforward project for us, because it involved several major changes, including incorporating the Prairie Research Institute library pages into our site and retiring the Biotechnology Information Center site. By the end of June 2017, the Biology Virtual Library site had gone live in WordPress, and the Funk Library site and its related sites were well underway.

Major Challenges

Funk Library's GA allocation (1.5 FTE) is small, especially when compared to other Hub libraries and some libraries open far fewer hours. Our GAs are essential for coverage and operations at Funk Library, especially during our long evening and weekend hours. On just Friday evenings, Saturdays and Sundays, our GAs are responsible covering 29 hours (about .75 FTE). With so much time committed to evenings and weekends, they have few hours that overlap with librarians and staff, which makes it very challenging to mentor and train them. Our GA hours are now further limited, because one of our GAs splits time between Funk Library and the Veterinary Medicine Library to provide operational coverage for the small circulating collection at Vet Med, which no longer has staff or hourly funding. Additionally, Funk Library

GAs now support projects for the entire Life Sciences Division, as libraries have been integrated into Funk (e.g., Biology and the Prairie Research Institute) or are being downsized (i.e., Veterinary Medicine). Plus, there is great potential at Funk Library for new initiatives, which require or would benefit from GA involvement. It is extremely challenging to manage all of this with only 1.5 FTE GAs.

The limited librarian office space in Funk Library has also been a challenge. In summer 2017, Pat will be moving his office to the Agricultural Communications Documentation Center (ACDC), and at least while serving as Interim Head, Sarah will move into the vacated Head office, which opens up her office so Kelli Trei can move to Funk Library, where the Biology collection has been since 2011. Yet, this leaves us with no librarian office space, if a new permanent head is hired or if we receive approval to backfill behind a vacated position. Plus, Susan Braxton's office remains on the 5th floor, which limits her opportunities to interact with other librarians, staff and GAs.

For Funk Library, making decisions for the FY2018 budget cut models was rather easy, because a librarian was moving to a 51% appointment, but that does not mean that the cuts will be easy to absorb. In FY2018, Sarah will assume all of Pat's collection management responsibilities for ACES, which is a major undertaking.

Collection budgets are also getting tight, with no inflation coverage for the second year in a row in FY2017. Funk librarians must closely monitor and carefully manage their collections.

Significant Changes

On August 16, 2016, Sarah Williams became the Interim Head of Funk Library, in addition to retaining her responsibilities as the Life Sciences Data Services Librarian. As Interim Head, Sarah became responsible for the administration and operation of Funk Library, including personnel, the budget, and the library facility, as well as the assuming liaison responsibilities to the College of ACES.

Pat Allen reduced his time to 51% starting June 2017, as he transitions toward retirement. With his 51% appointment, Pat shifted ACES collection management to Sarah, while he continues to oversee the Agricultural Communications Documentation Center (ACDC).

In October, Funk Library's full-time, nighttime staff member transferred to another library. We conducted a search for that position, which was filled by John Bennett, who was our part-time, nighttime staff member. We then conducted a second search to fill behind John, and Elisabeth Paulus, who started in February 2017, filled that position.

In August 2016, Veterinary Medicine Library Committee, chaired by Erin Kerby, became involved in discussions about the future of the Veterinary Medicine Library, and Sarah temporarily served on that committee throughout the fall semester. The committee decided that the Vet Med Library should maintain a small circulating collection, but the University Library had not budgeted staff or hourly funding beyond December 2016. Erin, Sarah, and Lucy

Moynihan worked together to devise a plan for the Vet Med Library and Funk Library to share a graduate hourly employee to (1) be responsible for most operations at Vet Med, provide assistance with the self-checkout equipment, and contribute to Vet Med projects; and (2) provide additional coverage at the Funk Library reference desk.

Contributions to Library-wide Programs

Funk librarians make significant contributions to library-wide instruction programs, including Savvy Researcher workshops, Research Data Service (RDS) workshops, and Hub training.

Susan Braxton has served as the point-person for coordinating the RDS's Data Management Plan (DMP) review service, since April 2017, when one of the RDS Data Curators left.

Funk Library GAs participate in the University Library's Ask-a-Librarian service.

Review of FY17 Unit Annual Goals

- Engage Funk Graduate Assistants and provide valuable pre-professional experience, including projects for the entire Life Sciences Division.
Complete. Of course, we will continue to do this, but it is now more a part of our culture. We provide more frequent GA training during our regular staff meetings, and GAs interact with and complete projects for all librarians in the Life Sciences Division.
- Respond to staffing changes/reductions due to the tight budget.
Ongoing. We continue to seek upgrades for staff, since many have taken on additional responsibilities. Funk Library and the Veterinary Medicine Library now share a GA, so that the Veterinary Medicine Library has some staffing for its small circulating collection.
- 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.
Complete. Since January 2017, the Veterinary Medicine Library has had a small circulating collection but no funding for staff to support the collection, so Funk Library and the Veterinary Medicine Library now share a GA. We have joint discussions as other issues arise at 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.
Ongoing. Examples of early outcomes include: exploring avenues for providing writing assistance to students, researching faculty attitudes toward open access and data sharing, and reconsidering some database subscriptions.
- Consider carefully and create a plan for any new Funk Library outreach initiatives.
Ongoing. Funk Library planned for and now has much more regular activity on Twitter and Facebook. Funk librarians and staff held a series of meetings in Summer 2017 to

begin discussing potential outreach initiatives, such as organizing a panel presentation with University of Illinois researchers representing the variety of disciplines we serve.

- Look actively for opportunities to use the Funk Library display and marketing materials at relevant events.

Ongoing. Funk Library did participate in Explore ACES in March 2017.

- Begin developing documentation for specific technical services tasks that are handled in Funk Library.

Ongoing.

- Prepare to implement the Funk Library website and related sites in the new Content Management System.

Ongoing. The Biology Virtual Library site went live in WordPress. The Funk Library site and other related sites (e.g., CPLA, ACDC) are in process.

- 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.

FY18 Unit Annual Goals

- Respond to staffing changes/reductions due to the tight budget.
- Integrate Kelli Trei more fully into Funk Library operations and initiatives.
- 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.
- Consider how the findings of the Ithaca S+R Agriculture Research Support Services study could inform Funk Library initiatives and activities.
- Continue removing duplicate items from the Funk Library collection in preparation for an inventory project.
- Begin developing documentation for specific technical services tasks that are handled in Funk Library.
- Complete implementation of the Funk Library website and related site in WordPress.

Graduate Assistants

- Funk Library had 4 GAs (1.5 FTE total) who were state funded.
- Funk Library also had 1 GA (0.25 FTE) for the Agricultural Communications Documentation Center (ACDC), who was 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 2016: 42.5 hours/week
 - Fall 2016: 116.5 hours/week
 - Spring 2017: 116.5 hours/week
 - Summer I 2017: 42.5 hours/week

Personnel

Librarians

- Pat Allen (Faculty) (1.0 FTE, Jul 2016-May 2017; 0.51 FTE June 2017)
- Melody Allison (Faculty) (1.0 FTE)
- Kelli Trei (Faculty) (0.5 FTE, shared with Grainger)
- Sarah Williams (Faculty) (1.0 FTE)
- Susan Braxton (Academic Professional) (1.0 FTE)

Staff

- Kristine “Bill” Arvola (Staff) (1.0 FTE, Jul-Oct 2016)
- John Bennett (Staff) (0.67 FTE, Jul-Nov 2016; 1.0 FTE, Dec 2016-Jun 2017)
- Sandra Holloway (Staff) (1.0 FTE)
- Lucy Moynihan (Staff) (1.0 FTE)
- Cindy Nakea (Staff) (1.0 FTE)
- Elisabeth Paulus (Staff) (0.67 FTE, Feb-Jun 2017)

Graduate Students

- Mark Dahlquist (GA) (0.5 FTE)
- Michael Dickinson (GA) (0.5 FTE)
- Ruth Slagle (GA) (0.25 FTE)
- Elizabeth Ray (GA) (0.25 FTE Funk & 0.25 FTE ACDC)
- Joella Travis (Graduate Hourly) (0.375 FTE, Jan-Jun 2017, shared with Vet Med)

Student Assistants

- FY17 Student Wage budget: \$81,884

User Services

- Gate Count (extrapolation based on FY17 Sweeps Week): 164,768
- Circulation (from Voyager circulation reports)
 - Charges: 8,071
 - Renewals: 10,080
 - Discharges: 8,340
- Reference Interactions (extrapolation based on FY17 Sweeps Week): 1,904
- Presentations (from the Instructional Statistics database for Funk Library & Biology)
 - Number of presentations to groups: 6
 - Number of participants in group presentations: 43