

Funk Library Annual Report, 2021-2022

Submitted by: Sarah Williams

I. Unit Narrative

Major Activities and Accomplishments

After being closed to patrons for 16 months (March 19, 2020-July 5, 2021), Funk Library reopened for patrons this fiscal year. For the first 6 weeks, we were open 4 hours/week only for patrons to pick-up requested materials. We totally opened to patrons on August 16, 2021. Our Fall and Spring semester hours were shorter than before the pandemic - 91.5 hours/week, compared to 112 hours/week, but we also faced significant staffing challenges, including a staff member transferring to another library unit, COVID quarantine and isolation periods for individuals, and less reliable student assistant coverage. Despite these challenges, we were able to maintain our scheduled hours every single week thanks to the dedication and persistence of Funk Library employees.

Some of our major activities and accomplishments are directly related to the Main/Undergraduate Library Integration project:

- **Classroom 509 renovation:** After requesting for years for classroom 509 to be renovated, we were finally successful this year, because we suggested 509 could help fill the void when the Undergraduate Library (UGL) classroom 291 became unavailable in May 2022 with UGL's closing. Kelli Trei led the Main/Undergraduate Library Instruction Follow-Up Spaces Group that was responsible for the 509 project. Classroom 509 closed for renovations in February 2022, and the classroom was ready for instruction by Fall 2022. In addition to new carpet and fresh paint, the room features 40 student workstations, 1 instructor workstation with a height-adjustable desk, 3 large digital displays, a projector, and multiple whiteboards. More technological capabilities (e.g., Solstice for wireless laptop presentation, cameras and microphones for Zoom teaching) should be ready by the end of 2022; they were delayed by supply-chain issues.
- **Additional patron seating:** We added a total of 60 additional seats for patrons in the northwest and southwest corners of Floors 3 and 4. The furniture came from the Undergraduate Library. We were able to open three corners by shifting the collection since we had moved thousands of serial volumes to Funk Compact Stacks to make better use of that shelving. We were able to open the fourth corner by transferring about 5,300 older, low-use monographs from Floor 4 to Oak Street and then shifting the remaining collection; this last piece was completed in May 2022.

Significant outreach and engagement activities:

- **20th anniversary of the ACES Library, Information, and Alumni Center (LIAC):** The dedication ceremony for the ACES LIAC was held on October 4, 2001, so in Fall 2021, Janis Shearer led efforts to celebrate our building's 20th anniversary. On October 21, Funk Library hosted a cookie reception on Floor 1 with a giant birthday card that people could sign. We also had tote bags made with an image of the building. We promoted the tote bag giveaway on social media and with flyers posted in key locations

around campus, especially in buildings connected with our departments. We had about 120 tote bags, and they were all gone in a week.

- **Library FUNDamentals Program:** Funk Library participated in the Library FUNDamentals Program, which focused on supporting first- and second-year undergraduate students. As part of this program, we hosted a Zine event to make a food- or plant-themed zine (March 2) and Paint-a-Pot event to paint a flowerpot and take soil and seeds home (April 20)
- **“Solving the World’s Challenges” panel event:** On April 13, we hosted our 4th Solving the World’s Challenges panel, with food insecurity as the theme. In addition to our three panelists from Illinois Extension, the Department of Human Development & Family Studies, and the Department of Entomology, we had Dr. Roberta Johnson Killeen, First Lady of the University of Illinois, as our guest moderator.

Significant web-related projects:

- **Funk calendar of events and exhibits:** In January 2022, we implemented a Funk ACES Library calendar of events and exhibits on the library website using the Springshare LibCal system. Significant time and effort went into creating documentation and templates, so the calendar would be easy to use (for patrons and administrators) and the content would be as consistent as possible.
- **Veterinary Medicine Library website redesign:** In Fall 2021, the Veterinary Medicine Library website underwent a major update, the first significant update since the Library migrated to WordPress. With the assistance and input of John Laskowski and others in Library IT, Erin Kerby redesigned the homepage to better reflect current accessibility standards and university color guidelines, and ultimately to provide users with a more intuitive and graphical site navigation. The updated site went live in December 2021.
- **International Field Guide collection transferred from BibLeaves to Zotero:** In response to a Fall 2021 announcement to the Library’s Digital Strategies Liaisons of the need to retire the home-grown BibLeaves collections catalog, Susan Braxton proposed migrating the International Field Guides collection (created by former Biology Librarian Diane Schmidt and featured on the Biology Virtual Library website) to a publicly shared Zotero Group Library as a pilot. Susan worked with Library IT to obtain a CSV export of metadata, used FileMaker Pro to restructure metadata for Zotero ingest, and worked through some technical and metadata problems. The International Field Guides Zotero group library is owned by the Funk ACES Library, and Library IT is free of maintenance or future migration responsibility for this collection. Susan also prepared a project report that includes information about the BibLeaves data structure that should be helpful to BibLeaves collections managers regardless of where they migrate their collections.

In addition to our usual, high quantity of contributions to the Biodiversity Heritage Library (BHL), we completed another significant digitization project:

- **University of Illinois Agricultural Experiment Station Bulletin:** In June 2022, we wrapped up a two-year project to fill gaps in the IDEALS collection of the University of Illinois Agricultural Experiment Station Bulletin. In some cases, the publications were already in IDEALS, but they needed to be mapped to the Bulletin collection. Notably, forty bulletins were scanned by campus Internet Archives staff and made openly available in IDEALS.

Major Challenges

Our current ILS – Alma and the Primo Library Catalog, which went live in June 2020, handles “boundwith” items differently than our previous ILS, and this is a major challenge for us since we have nearly 8,000 of these items in Funk alone. “Boundwiths” are multiple, different works bound together in a single volume. Two examples from our disciplines are: the Bulletin of the Illinois Agricultural Experiment Station, and the Research Report of the National Audubon Society. In Primo, “boundwith” records are extremely confusing for patrons and even library staff. Furthermore, many of these records are suppressed from view in Primo; patrons thus have no hope of finding items from the University Library’s many analyzed serials on their own, and even experienced staff can be misled by Primo results because the suppression of records is not widely known. Plus, the Library must be mindful that not all patrons ask for help when they fail to find what they need; some just give up. The “boundwith” issue has also complicated digitization projects. Anything that can be done to unsuppress and correct these records would be an improvement over the current situation. In Summer 2022, we started discussions with Acquisitions and Cataloging Services about possible solutions, but there are no simple solutions, so this will be an ongoing challenge for us.

The College of ACES Academic Computing Facility (ACF) in the basement of our building has become a challenge since we have reopened from the pandemic. Prior to the pandemic, the ACF was staffed when it was open. For the 2021-2022 academic year, the proposed plan was for the ACF to be open 24/7 and only staffed sporadically. In Summer 2021, this proposed plan required serious discussion among the Funk Library acting unit head, the ACF administrators, the College of ACES conference room staff on Floor 1, College of ACES administrators, and University Library administrators. The main concerns included who would be responsible for the ACF when it was not staffed, and how to ensure the safety of library and conference room staff, especially those who come early and leave late, when the building has an unsupervised 24/7 space. The compromise reached was that the ACF would follow Funk Library’s hours and that library staff would make a building-wide closing announcement. We did experience problems with the ACF throughout the year (e.g., ACF users and even an ACF student staff member locked out of the ACF with their belongings inside, and ACF users who did not want to leave at closing), as did Floor 1 conference room staff (e.g., ACF classrooms locked when they should have been open for class reservations, and instructors with ACF classroom technology problems). This space will be an ongoing challenge for Funk Library, but we will continue to work with our College of ACES colleagues in the building to find a workable solution.

When Funk Library re-opened to the public in July 2021, masks were required to be worn in the building. In the Fall semester, patrons were mostly compliant, and if they weren’t wearing a mask, we politely asked them to wear one. At the start of the Spring semester, patrons were wearing masks less and less, so in mid-February 2022, we even tried making a brief announcement every 2 hours that masks were required. Then, the state’s mask mandate was lifted on February 28, 2022. After that, anyone could wear a mask, but it was no longer required, which eliminated the challenge of enforcing the mask mandate.

Significant Changes

As noted in the Major Activities and Accomplishments section, the Funk ACES Library pursued a couple of significant changes related to the Main/Undergraduate Library Integration project. Our computer classroom 509 was completely renovated, and by shifting the collection and removing shelving, we added a total of 60 additional seats for patrons in the northwest and southwest corners of Floors 3 and 4.

We received staffing increases. After an attempt in August 2019, we again made a case for our 9-month, part-time Library Specialist nighttime position to change to a 12-month, full-time nighttime Library Specialist position. We were successful this time, and the change was effective October 2021. As a result, we had two full-time, nighttime positions. By participating in the Undergraduate Library staffing transfer process, we received an additional position. Staff transfers from Undergraduate Library changed as other positions opened in the Library, so we had to conduct interviews to fill this new position. At the end of the fiscal year, we were in the midst of the process.

Another significant change related to personnel is hybrid work for librarians. Funk faculty librarians have one Research Day a week, which is typically taken outside of the library, but since Fall 2021, remote/hybrid work has been an option. As of June 2022, three Funk librarians have hybrid work agreements.

The fiscal year started with Kelli Trei continuing as Acting Head of Funk ACES from July through September 2021 for the last 3 months of Sarah Williams' 6-month sabbatical. Sarah resumed unit head responsibilities on October 1, 2021.

Contributions to Library-wide Programs

- Funk librarians served on and led Main/Undergraduate Library Integration sub-groups, and we adjusted Funk space, collections, and services to bolster our continued commitment to undergraduate research and education.
- Funk librarians make significant contributions to library-wide instruction programs, including Savvy Researcher workshops and Hub training.
- Funk librarians work closely with the Research Data Service and participate in data curation activities, data management plan reviews, and data management instruction.
- Funk Library continues to contribute titles to the BTAA Shared Print Repository 2 (SPR2) at the University of Illinois.
- Funk GAs participate in the University Library's Ask-a-Librarian chat service.
- Funk librarians participate in the Research Consultation Scheduler program that allows patrons to directly schedule consultation appointments with librarians.
- Kelli, Susan, and Funk GAs support the Library's membership in the Biodiversity Heritage Library making Illinois' rare and significant holdings in natural history and biodiversity openly available.
- Funk librarians and staff members chair/serve on numerous library committees, including but not limited to: Diversity Residency Advisory Committee (Kelli), Library Staff Support Committee (Erik/Lucy), Nominations, Elections, and Voting Procedures

Committee (Mike), Organization Development and Training Advisory Committee (Susan), Outreach and Engagement Committee (Janis), Research and Publication Committee (Erin), Student-Focused Spaces Task Force (Sarah)

- Kelli served as the Equal Employment Opportunity Officer for the Library.

FY22 Unit Annual Goals

- Continue adjusting library operations and services in response to the COVID-19 pandemic. (SD3)
Completed. While COVID is still in our midst, we have resumed our library operations and services.
- Explore options to enhance or re-envision areas of the library including shifting 4th floor collection for study space to support Main/UGL Integration. (SD2)
Ongoing, although we did complete projects supporting the Main/UGL Integration – classroom 509 renovation and increasing patron seating on Floors 3 and 4.
- Update/create collection development statements for the collections in the library.
Ongoing. The collection development statements for Agriculture, Natural History, and Veterinary Medicine were updated in 2021.
- Complete GA project to migrate key database handouts to LibGuides and retire handouts.
Completed. With Mike Dickinson leading this project, we went from maintaining nearly 30 database handouts (each with a print and digital copy) to now maintaining 8 LibGuides for databases core to our disciplines.
- Continue developing skills and competencies with the Alma and Primo Library Catalog systems.
Completed.
- Continue contributing content for and participating in the Biodiversity Heritage Library (BHL). (SD1, SD3)
Ongoing. During FY22, we contributed 148 volumes and 59,648 pages (data from Internet Archive). We were among the top five contributors to BHL in July, Aug., Sept., Nov., Jan., Feb., Mar., Apr., and May. Our total institutional contributions as of September 2022 are 2,115,439 pages in 6,583 volumes from 4,280 titles. Susan serves on the Collections Committee and contributed to the update of the BHL Collection Development Policy and to developing BHL's Acknowledgment of Harmful Content. Kelli attended the annual meeting and was elected Vice Chair of the BHL Members' Council; on the Member's Council Kelli has contributed to different strategic objectives, including but not limited to building connections with other natural history organizations and developing engagement goals.
- Pursue opportunities to collaborate with other units, inside of and outside of the Library.
Ongoing. This year Janis pursued new relationships with Pollen Power Camp, McKinley Nutrition Peers, and ACES Study Abroad.
- Maintain existing and carefully consider new outreach and engagement activities. (SD3)
Ongoing. Janis collaborated with Funk librarians to strengthen relationships with groups, like the Entomology Graduate Student Association (EGSA), and the Illinois Natural History Survey. She worked with Kelli to establish a stronger relationship with EGSA to increase engagement with Insect Fear Film Festival exhibits. Janis is also learning how best to collaborate to access specimen loans for exhibits.

- Continue hosting Funk Panel event and engage the campus in celebrating Funk ACES Library, Information & Alumni Center's 20th Anniversary.
Completed. We hosted the panel event and celebrated the 20th anniversary of the ACES Library, Information and Alumni Center.
- Consider avenues for gathering input from administrators, faculty, students, and others in our liaison units, to help us identify new, enhanced, or different initiatives to pursue. (SD1, SD2)
Ongoing.
- Increase virtual engagement over the academic year and determine best ways to assess our impact (social media, exhibits, virtual events, etc.). (SD3)
Ongoing. 2022 was the 2nd year we were able to assess virtual panel event attendees, and Janis worked with GAs on how to assess their virtual Savvy Workshops.
- Agricultural Communications Documentation Center:
 - Advance emphasis on sustainability of ACDC operations (e.g., editorship of ACDC News, staffing and expertise). (SD4)
Intentionally employed GAs with experience and interest in history, communications, and teaching.
 - Continue to strengthen collaboration with University of Illinois agricultural communications faculty and colleagues in the College of ACES Agricultural Leadership, Education & Communications (ALEC) program.
Provided syllabi content and research support to courses. Ongoing discussions with ALEC Director and specialized faculty to build internal infrastructure that interweaves ACDC into curriculum
 - Focus on creating finding aids for Contributed Collections to better showcase the material each contributor has donated.
Ongoing processing of Morris Collection finding aid. Continued reviewing and selecting materials, rehousing items in acid-free folders and boxes, and planning the finding aid.
 - Increase outreach efforts to improve awareness by engaging the University Library and Registered Student Organizations (RSOs) with the Center & Collection.
Continued sharing ACDC Annual Progress Report with Library Administration.
 - Explore abilities to support research by students that staff and work in the ACDC. (SD4)
ACDC GAs used the Collection in there is 523 Preservation of Information Resources course to assess film reels and provided confirmation that the ACDC is meeting preservation standards.
- Veterinary Medicine Library:
 - Collection maintenance: complete weeding and shifting of the collection, with the end goal of transitioning from Dewey to LC.
Ongoing.
 - Website update: work with John Laskowski to update the Vet Med Library website to be more graphical and intuitive to navigate. (SD2)
Completed.

- Online exhibits: develop one or two online exhibits in Omeka for the Vet Med Library, the first being “Diversity in Veterinary Medicine.”
Completed.
- Continue developing a marketing and outreach plan for the Vet Med Library.
Ongoing.

FY23 Unit Annual Goals

- Prepare for staffing changes.
- Continue discussions with Acquisitions and Cataloging Services about the “boundwith” problem in Alma/Primo. (SD1)
- Continue to monitor the situation with the aging BibLeaves platform and explore opportunities to migrate Funk content to new platforms. (SD1, SD3)
- Finalize accession of the Illinois Natural History Survey’s (IHNS’) Fishes of Illinois artwork by the University Library.
- Complete processing of the gift collection from the Macon County Forest Preserve District.
- Update/create collection development statements for the collections in the library.
- Continue contributing content for and participating in the Biodiversity Heritage Library (BHL). (SD1, SD3)
- Continue providing instruction across subjects represented by Funk Library, both in existing courses as well as providing workshops via platforms like the Savvy Researcher.
- Continue work on and publish Funk’s “Finding BIPOC Voices in STEM” LibGuide. (SD3)
- Investigate restoring/replacing the leather seating that is most worn.
- Explore options to enhance or re-envision areas of the library. (SD2)
- 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. (SD1, SD2)
- Outreach & Engagement:
 - Develop and implement tools to measure and access engagement with exhibits, workshops, and programs. (SD4)
 - Maintain and continue to build relationships with associated departments and units. (SD3)
 - Develop and implement one or more collaborative program/event/exhibit with a non-library entity. (SD3)
- Agricultural Communications Documentation Center (ACDC):
 - Implement new outreach and engagement plan, with emphasis on serving Agricultural Leadership, Education, and Communication (ALEC) students, specialized instructors, and faculty. (SD2)
 - Finalize a Deed of Gift document.
 - Complete processing the Robert & Susanne Morris Collection. (SD1)
- Veterinary Medicine Library:
 - Collection maintenance: complete the weeding and shifting project begun the previous year.
 - Virtual library: at the request of the program director, develop a vet med virtual library to support the new CVM online Master’s program. (SD2)

Unit Needs

It would be extremely helpful to have a more efficient way to make and confirm IT/Alma requests for all of the student assistants we hire (e.g., Alma & AD permissions, email aliases). We make these requests in JOYCE when we enter each new hire, but the requests are not always completed and we have no way to see whether or not a request was completed.

A single-user restroom in the building would be a major improvement. The ACES Library, Information and Alumni Center only has men's and women's restrooms, and while there are single-user/gender-neutral restrooms in some nearby buildings, none of those buildings are open all of the hours the library is open. The new Study Spaces Directory on the Library website highlights the "Nearest All Genders Restroom," and for Funk's study space that was left blank, because there is no single-user restroom in the building.

Graduate Assistants

- Funk Library had 5 GAs (1.75 FTE total) who were state funded. One of those GAs split their time between Funk and the Veterinary Medicine Library.
- 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 GAs 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 GAs are also assigned a variety of other projects throughout the school year, such as collection management and exhibits, depending on interest and availability. For the Veterinary Medicine Library, the GA plays a major role in the library operations.

II. Statistical Profile

Facilities

- User seating counts
 - at tables: 196
 - at carrels: 108
 - at public workstations: 29
 - at index tables: n/a
 - in group study rooms: 48
 - informal/other: 32
- Number of hours open to the public per week
 - Summer II 2021: 4 hours/week (July 6 – August 15) only for patrons to pick-up requested materials; 42.5 hours/week (August 16-20) completely re-opened
 - Fall 2021: 91.5 hours/week
 - Spring 2022: 91.5 hours/week
 - Summer I 2022: 42.5 hours/week

Personnel

Librarians

- Susan Braxton (Academic Professional) (1.0 FTE)
- Mike Dickinson (Faculty) (1.0 FTE)
- Erin Kerby (Faculty) (1.0 FTE Veterinary Medicine Library & Funk Library)
- Janis Shearer (Faculty) (1.0 FTE)
- Kelli Trei (Faculty) (1.0 FTE)
- Sarah Williams (Faculty) (1.0 FTE)

Staff

- John Bennett (Staff) (1.0 FTE)
- Erik Chapman (Staff) (1.0 FTE, July 2021 – February 2022)
- Lucy Moynihan (Staff) (1.0 FTE)
- Cindy Nakea (Staff) (1.0 FTE)
- Jennifer Vargo Hauser (Staff) (0.67 FTE August-September 2021; 1.0 FTE effective October 3, 2021)
- Pamela Ward (Staff) (1.0 FTE, transferred from Undergraduate Library April 2022)

Graduate Students

- Kim Larsen (GA) (0.5 FTE)
- Samantha Lindgren (GA) (0.5 FTE, shared with Vet Med)
- Veer Mehta (GA) (0.25 FTE)
- Julia Muse (GA) (0.25 FTE)
- Kalyn Nowlan (GA) (0.25 FTE)
- Rachel Riffe (GA) (0.25 FTE ACDC)
- Kevin Wiggins (GA) (0.25 FTE ACDC)

Student Assistants

- FY22 Student Wage budget: \$102,523 (including increase to cover increase in minimum wage effective 1/1/22)

User Services

- Gate Count (for Funk; extrapolation based on FY22 Sweeps Week): 82,264
- Circulation (for Funk & Vet Med collections; from circulation reports)
 - Charges: 4,085
 - Renewals: 1,964
- Reference Interactions (for Funk & Vet Med; extrapolation based on FY22 Sweeps Week): 1,648
- Presentations (for Funk & Vet Med; from the Instructional Statistics database)
 - Number of presentations to groups: 21
 - Number of participants in group presentations: 324