**Illinois State University**

**FY20 Planning Document**

**Milner Library**

**Submitted by Interim Dean Shari Zeck**

# **Major Objectives for FY20**

## Refine library systems and processes (*Connect*)

### The library information system shared among CARLI libraries is changing from “Voyager” to “Alma.” “Go live” is set for summer of 2020. This is the backbone of our catalog and discovery services, our acquisitions, our circulation. Preparing for the change will require data analysis and cleanup and staff training. Most of the technical work is done by CARLI, but we will be responsible for our local data.

* Work with AT to process the appropriate local changes in conversion to Alma.
* Continue to improve metadata work and address backlog
* Complete communications toolkit

## Assess and communicate needs for faculty researchers (*Educate* and *Connect*)

* Complete report from Digital Humanities working group and begin implementation
* Work with Office of Research and Graduate Studies to educate faculty on predatory journals, open access, and the changing landscape of academic publishing and library acquisitions.
* Continue to expand and communicate the resources of Special Collections to ISU classes
* Prepare digital collections short and mid term plans

## Promote faculty recruitment, retention, and development (*Elevate*)

* Work with Provost to identify mid to long term strategy for increasing number of tenure track positions in Milner.
* Encourage faculty research through information sessions on grants and finding the right publisher for your work.
* Work with CODSULI partners to create career fair for information professionals.
* Celebrate and share faculty research.

## Begin construction of Student Success Center (*Educate*)

* Choose an architect, and work with them to develop a design plan as facilities completes repairs of floor one.
* Begin contracting for construction as soon as possible.
* Continue to work with advancements to find private dollars to support the Student Success Center into the future.
* Develop plan for handling second entrance to Milner.
* Work with campus partners to plan delivery of technology support in SSC

## Continue to review resource allocation (*Elevate*)

* Continue refinement of comprehensive collection development plan, including collection analysis associated with the programs undergoing Program Review.
* Establish baselines for collection and item usage, and improve our consistency in making decisions about acquisition and deacquistion that are informed by this data.
* Where financially feasible, convert existing serials to electronic backfiles
* Return IRMA annex to first floor (when construction complete), as well as returning IRMA volumes stored off campus to compact first floor storage
* Develop zero-based personnel plan for public services to help assess work distribution and inform future hiring; refine similar plan for cataloging and acquisitions
* Integrate collection development plan in to next round of program reviews

# Permanent Funding Requests

None

# Strategic Budget Carryover (see PERS 937)

We are requesting a carryover of $2.7M, $1.4M of which is new this year.

* + We have been SBCing funds for several years to replace carpet on floors 3 and 5. To do this, we need to have floor 1 open to temporarily move stacks from 3 and 5 while the carpet is laid. The delays in the plaza repair make it necessary to SBC these funds once again. Additionally, moving the reference collection on floor 2 has revealed that that floor too needs new carpet, so we may wish to divert some of our SBC to that area, which will not require the use of surge space on floor one to complete (this is a recent development and has not been discussed with facilities yet).
  + The remainder of the SBC (approx. $2.4M) is for renovation of floor one to create our Student Success Center. We have begun the process to hire an architect for floor one (the QBS has been posted and applications received as of this writing). Hopefully design work can be completed quickly, and we can begin the first phase of construction in 2020. The first floor work will no doubt dip into 2021.
  + We have been saving these funds for first phase implementation of the master plan for several years. Being conservative in our use of personnel variance has been key to this carryover.

# Provost Enhancement Requests (PERS 937)

None

# Base Instructional Capacity Request

N/A

# Supplemental Instructional Capacity Request

N/A

# Personnel Requests: Tenure Track Faculty (PERS 936a)

## Student Success Librarian (Assistant/Associate)

## STEM Librarian (Assistant/Associate)

## Applied Sciences Librarian (Assistant or Associate)

## Data Librarian (Assistant/Associate)

## Coordinator of Preservation and Unique Collections (Associate/Full)

## Metadata Specialist (Assistant/Associate)

# Personnel Requests: Tenure Track Faculty (PERS 936b)

none