

Illinois State University
FY19 Planning Document
Milner Library
Submitted by Interim Dean Shari Zeck

I. Major Objectives for FY19

- A. Begin implementing Master Plan. (after *Educate. Connect. Elevate* I.D.4)
- As the master plan will be finished at the beginning of FY19 and much depends on Facilities' schedule, we don't anticipate any real changes in our physical space resulting from the plan until FY20, but we will need to begin project planning (relocation of materials, etc) well in advance of any facilities work.
 - As we improve and alter our spaces, be mindful of opportunities to create more space for collaborative research.
 - Establish clear spaces for advising, writing assistance and other student services.
- B. Improve Milner communications, both internal and external (after ECE I.D.2 and IV.B.1)
- Our new communications director will work with administration, faculty and staff to create a communications plan that better conveys to our constituents what resources and services we offer have and how to access them.
 - We will foster internal communications that promote esprit de corps.
 - Examine online library guides and our approach to them to update where necessary, and to utilize best practices in rewriting them (including adding video and other media).
 - Promote opportunities in our evolving MakerSpace and Ready.Record.Studio.
 - Incorporate FormStack or Microsoft 365 forms into more internal communications and tracking; explore their use in CAP (Cataloging Acquisitions and Processing).
- C. Optimize our use of shared resources (after ECE IV.B.4)
- In summer of 2018 we will be transitioning our Interlibrary Loan Software to Tipasa.

- CARLI has issued an RFP for a new Integrated Library System to replace our current system, Voyager. Formal implementation will likely not begin until 2020, but this will be a major change for us, so we will be monitoring the progress closely and providing representatives to working groups once CARLI begins work on the chosen product.
 - Provide informational opportunities for faculty and students regarding open resources, and continue to promote ISURed and other such resources for our campus.
- D. Improve fundraising prospects (after ECE I.C. 1 and 3)
- Enhance identification with Milner through signage, branded opportunities, and a celebration of our place and our heritage.
 - Work with University Advancement to develop a plan of action to reach Redbirds Rising goals, and to lay a roadmap for future collaboration.
 - Widen our prospect pool and redefine the notion of affiliation to tap into potential donors to Milner Library.
 - Engage today's students in ways that will make them tomorrow's donors.
- E. Review resource allocation (after ECE I.D.3 and II.C.3)
- 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 deacquisition that are informed by this data.
 - Explore desirability and feasibility of expanding loans of equipment (such as computers, cameras, etc).

II. Permanent Funding Requests

None

III. Strategic Budgeted Carryover (see PERS 937)

We are requesting a carryover of \$1,571,811, \$575,000 of which is new this year. \$396,811 was carried into this year to recarpet areas of floors 3 and 5, but those areas cannot be cleared out for that work until floor one can be reinhabited. An additional \$600,000 could not be expended this year on floor one because the plaza repair has been delayed. We hope to complete both of these projects in FY19, presuming the plaza repairs are completed in the next few months. If those repairs are delayed again, we will ask to carry these funds over into 2020.

We are requesting an additional \$575,000 to be carried over to 2020 for first phase implementation of the master plan, which will be completed in summer of 2018.

It is our hope that funds we will expend on floor one will be part of that first phase implementation as well. We have asked our consultants to propose a first phase that will have a cost not exceeding two million.

IV. Provost Enhancement Requests (PERS 937)

We are requesting \$25,000 for the purchase of a book imaging system. We have selected the kind of device we want, but we expect other models to be demoed at ALA this summer, so we may choose another model after we see what is released this summer.

V. Base Instructional Capacity Request

N/A

VI. Supplemental Instructional Capacity Request

N/A

VII. Personnel Requests: Tenure Track Faculty (PERS 936a)

A. Coordinator of Preservation, Special Collections, Digitization, and Archives (Associate/Full)

B. Emerging Technologies Librarian (Assistant/Associate)

C. STEM librarian (Assistant or Associate)

D. User Experience/Student Success Librarian (Assistant/Associate)

VIII. Personnel Requests: Tenure Track Faculty (PERS 936b)

none