Illinois State University Academic Affairs: FY20 Annual Report
Milner Library
Shari Zeck, Interim Dean

I. **Accomplishments and Productivity for FY20**
   A. List the unit's goals and how the goals support *Educate•Connect•Elevate.*
      1. Refine library systems and processes (Connect)
      2. Assess and communicate needs for faculty researchers (Educate and Connect)
      3. Promote faculty recruitment, retention, and development (Elevate)
      4. Begin construction of Student Success Center (Educate)
      5. Continue to review resource allocation (Elevate)

   B. List major accomplishments for each goal.
      1. Systems and process improvements:
         - Conversion of Library Information System from Voayger to ALMA (CARLI project) in process. Acquisitions module will be frozen in late April, thus all purchase decisions must be made by March 15 to assure delivery and processing.
         - LITS working with AT to integrate new LIS with ISU processes, such as authentication
         - Established working group to address metadata issues in digital collections, adding tenure line faculty to enhance leadership and assure continuity in those processes
      2. Addressing faculty research needs:
         - Added two new tenure track subject librarians (STEM and Applied Sciences0
         - Concluded Digital Humanities task force work and began implementing recommendations
      3. Promoting faculty recruitment, retention, development
         - Increased funds for research related travel
         - FRDC led sessions on development of research ideas, shared article discussions, and grant writing
         - Hosted Fourth Friday Writing Days for faculty
      4. Student Success Center
         - In design phase
         - Expected completion AY 21-22
      5. Resource allocation
         - Shifted responsibilities among subject liaisons to give those charged with collection development more time to work on assessment and investigation of new opportunities
         - Combined electronic resources librarian with media librarian
         - Held information sessions with various groups to better inform campus constituencies of serial and publication costs

   C. Indicate measures of productivity by which the unit's successes can be illustrated.
      - Gate count continues to exceed 650,000 annually, even with access difficulties during BSC construction and plaza repair
      - Management of resources allows us to maintain flat serials budget, in spite of dramatic cost increases
      - While circulation of physical materials is in decline, streamed and on demand content continues to rise in usage

II. **Internal Reallocations and Reorganizations in FY20**
   A. Describe any reallocations or reorganizations, including the movement of positions, upgrade of positions, creation of new positions, or reallocation of personnel or operating funds.
      - Created electronic resources position
      - Added NTT position to Special Collections
      - Reassigned duties of one staff member from acquisitions to government documents
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   B. Describe how the unit used additional funds from the Provost Office to enhance accomplishments and productivity. Additional Provost Office funds could include funding sources such as: Enhancement funds, Instructional Capacity funds, Summer Session funding, or variance dollars from buyouts or sabbaticals
      $100,000 in Academic Enhancement Funds used to refresh technology throughout the library

C. Describe how the unit used additional funds from College/Department/School/Unit to enhance accomplishments and productivity. Additional College/Department/School/Unit funds could include such as: external funding, Foundation funds, variance dollars (note: this does not include variance dollars from AIF), or external contracts.

- Approximately $30,000 in foundation funds used to purchase materials and technology
- Approximately $5000 in foundation funds used to support speakers and related receptions
- Library of Congress granted $454,651 for the Teaching with Primary Resources Program
- Variance funds:
  - $356, 586 encumbered for Demonic Kemper Architects to design the Student Success Center
  - $130,000 earmarked for carpet replacement
  - Additional variance will be requested for SBC for the building of the Student Success Center

II. Accountability Reports

A. Provost Enhancement and Strategic Budgeted Carryover accountability reports (if applicable) - Due July 14, 2020.

B. Supplemental Travel for Field Supervision Accountability Report (if applicable) - Due July 14, 2020.

C. FY20 Instructional Costs Analysis Report (if applicable) - Due March 6, 2020.