

# General Report

## Book One



University of Maine at Fort Kent

Annual Report – FY 2015



## Table of Contents

INTRODUCTION .....	4
MAJOR EVENTS AND SIGNIFICANT ACHIEVEMENTS .....	4
Staffing .....	4
World Acadian Congress.....	4
Focus on Faculty .....	4
Information Literacy.....	5
John Martin Collection .....	5
SYSTEM CONSIDERATIONS.....	6
Resources and Tools .....	6
ACTIVITIES AND CHANGES.....	7
Budget.....	7
Collection.....	7
Facility .....	7
Services.....	7
Staff.....	8
STAFF.....	8
STAFF COMMITMENTS TO COMMITTEES .....	8
FUTURE PLANS .....	10
Short Term Goals .....	10
Long Term Goals.....	10

## **INTRODUCTION**

Blake Library provides information services at the University of Maine at Fort Kent for the local campus community, students at a distance, and the St. John Valley community. It administers not only traditional library services, but provides services that enhance Academic Computing, the Acadian Archives, Audio-Visual Services, and Distance Education.

Patrons have access to an online catalog - URSUS; to a variety of electronic indexes covering a wide range of subject areas, many of which provide full text access to journal articles; to more than 100,000 electronic books and over 40,000 electronic journals; to interlibrary loan services; and to a highly automated reserves system. The library has a developed web page offering online access to a variety of forms, links to chat with a librarian, subject guides, tutorials and much more. The library makes available desktop computers and a number of laptops. Staff provides instruction on the use of the computer and on most software running on the network. Individuals are able to have network accounts created and can place money on those accounts at the library. The library staff also trouble shoots printers, programs, and network problems.

## **MAJOR EVENTS AND SIGNIFICANT ACHIEVEMENTS**

### **Staffing**

- Kathryn Donahue resigned her position to take a position in a more southern part of Maine. While here, Katie was instrumental in helping to organize the archives collections and to manage the intake of the John Martin papers.
- Due to Katie's move, Brenda Pelletier's position is being moved to a level 2 and will be full time.
- At this time, Kathryn Donahue's position has not been filled though plans are in place.

### **World Acadian Congress**

- August 2014 was the date of the World Acadian Congress. We had a little more traffic than normal for this time of year.
- For the event, the library agreed to host book signing days for local authors. Staff made space available, set tables up and helped in other ways. The organizer of the event was mostly responsible for scheduling the authors and providing refreshments.

### **Focus on Faculty**

- Library staff did not organize a Focus on Faculty session during the FY2015 year.
- The idea is to provide a forum for students and staff to get to know the faculty better and know what the faculty are producing.
- Previously, faculty have always been willing, but the sessions were not well attended unless faculty brought their students with them. We felt we needed to relook at how we manage the Faculty on Focus process.
- Future changes:
  - FY2016 we will attempt to create short videos of the faculty rather than have in person sessions.
  - Library staff will place the videos on the Focus on Faculty website along with other information about the faculty and their achievements.

- If the videos are done well, they may also be shared with academic programs and admissions to help facilitate awareness of what the UMFK faculty have done.
  - The ability to manage this solely through a web based medium allows us to do more than one faculty a semester, and allows us to create content as faculty produce it. This means there could be two or three faculty up in a given semester if the opportunity is there and time allows.
- For information on what the original process of the Focus on Faculty program was, see [Annual Report FY2014](#).

### **Information Literacy**

- Library staff did not administer our homegrown information literacy assessment due to the tool does not address comparisons to other students at other academic institutions, and to the fact that it is not feasible to compare freshmen to freshmen or freshmen to seniors, unless the seniors are the same group who took the assessment as freshmen.
- In spring 2016, we plan to administer the homegrown assessment to juniors, which we then can compare to their scores when they were freshmen.
- This fall we are considering using at least one of four beta information literacy assessments created by the same company who created the Project SAILS assessment. This assessment is free, and we hope to administer it in the FYE classes and to seniors. There are two tests given in the fall and two in the spring.
- In addition, we hope to periodically continue with either the new assessment by the Project SAILS group, or the Project SAILS assessment itself. These assessments would give us a much better understanding of how our students compare across the board.
- If the NSSE will be administered in spring 2016, we hope to have the IL module included. The assessment is given to both freshmen and seniors.
- If the NSSE will not be administered, we may consider administering additional beta assessments.

### **John Martin Collection**

- The last of the collection was delivered to the library this past spring. The Assistant Library Director to the Library and Archives began processing the collection so that it could be ready for the next person. Library staff purchased the next set of shelving. See appendix A

### **General Education and CampusGuides**

- Library staff built a CampusGuide called "General Education E-Portfolio Guidelines and Procedures" to help educate students regarding their development of general education eportfolios. In addition, library staff created another guide called "Portfolio Resources and Help" to provide technical help in creating guides. This later guide also provides information for program specific eportfolios.
  - [General Education E-Portfolio Guidelines and Procedures](#)
    - <http://offcampus.maine.campusguides.com/c.php?g=206972>
  - [Portfolio Resources and Help](#)
    - <http://offcampus.maine.campusguides.com/c.php?g=206959>

## **Rocket Readers literacy program**

- Rocket Reader's Literacy Club is an afterschool Literacy based club for students in grade K-2. This club promotes literacy in young readers while creating a fun and active afterschool program.
- The program ran from Jan 29 through April 30. The program was successful, though some adjustments may be looked at for next year. UMFK students benefited from the program by getting hands on experience in teaching reading to elementary students. More involvement from the reading lab instructor will be helpful.
- Students who signed up were: seven kindergarteners, ten first graders, and three second graders for a total of twenty students.
- Seven students from the UMFK education program ran the Rocket Readers program making it a partnership with the Education program and the Library.
  - Of the seven students, three were paid work-study positions with a total 171.25 paid hours. The rest were volunteers with a total of 61 hours.
- See appendix B for the informational flyer and application.

## **SYSTEM CONSIDERATIONS**

### **Resources and Tools**

- Discovery:
  - Across the FY2015 year, system library staff, primarily reference librarians, investigated Discovery tools that include ExLibris's Primo, Ebsco's EDS, OCLC's WorldCat Discovery, and Innovative's/Ebsco's Duet.
  - System reference library staff will finalize a recommendation based on a final workshop looking at ExLibris's Primo and Ebsco's EDS with the understanding that our current Discovery service, ProQuest's Summon, is still a possible recommendation.
- Chat Services:
  - System reference staff were asked by the directors to look at chat services to see if integration across the system was feasible, and/or what products were ones staff were using. A final discussion will take place in July 2015.
- ILS (Integrated Library System)
  - Summer/fall of 2014 Millennium was upgraded to the Sierra platform without much trouble.
- Floating Collections:
  - System library directors are looking at the possibility of a service called "Floating Collections." This service would have libraries keep borrowed items on their own shelves until the item is borrowed again.
  - A Sierra module must be purchased to help facilitate this service
- Maine Shared Collection
  - Over the FY2015 year we began discussion on joining other libraries in the state to be part of the Maine Shared Collection. This project includes analyzing library collections and determining what titles will be retained in order to preserve a healthy collection that better serves the Maine communities.
  - Information available at: <http://www.maineinfonet.org/mscs/>

## ACTIVITIES AND CHANGES

### Budget

- In FY2015 as of July 2, the library Year to Date spent was \$288,224.07 while in FY2014 it was \$297,088. This is a -3% difference.
- Personnel costs represented \$234,495.21 in FY2015 and in FY2014 \$240,957. This is a -3% difference.
- Collections budget was again flat funded.
- Serial subscriptions: FY2015 – \$34,986.89, FY2014 - \$32,887; a 6% difference.
- Library budget represented (coming soon) of campus budget.
- See appendix “Budget” for budget breakdown

### Collection

- During this past year, library staff officially began a Patron Driven Acquisitions (PDA) program where we purchased books patrons could not find easily in the system.
- In addition we began an automated PDA program using a product called R2 Library, which provided ebooks for nursing students. So far, when comparing the PDA program to standard librarian purchases, PDA items circulated more often. See Book 2, Appendix B for a complete breakdown.
- Use statistics for purchased electronic items, e.g. ebooks and ejournals, may be found in Book 3 - circulation while licensed database use is found in Book 2 - reference.

### Facility

- Rearranged the "quiet zone" of the library by removing tables where students tended to congregate to study and talk, thereby not respecting the quiet zone rules and the need for quiet for other students.
- Removed some computers from the computer lab to other places in the library.
- We are considering moving the New York Times microfilm to another location in the library with the hope of freeing up the space they currently are in for a 3D printer and work station.
- Other changes for the future include:
  - i. Replacing more old chairs with the same padded chairs bought in recent years
  - ii. Replacing tables with newer more modern units that provide a visual division between people while also allowing space for students to spread out.
- Other furniture ideas:
  - i. Newer more interesting carrels.
  - ii. Need to consider comfortable chairs with trays for laptops
- Electrical outlets are still an issue.

### Services

- As the University of Maine System work towards a One University model, library staff continue to consider how services can and might change to better serve all patrons across the board. Some discussions have included:
  - Floating Collections: requested books are kept at the borrowing library after the patron returns the book rather than sent back to the loaning library.
  - Chat services: online chat services either through collaboration or through group purchase of common products
  - Shared cataloging and/or acquisitions

- URSUS stands for: University Resources Serving Users State-wide

## Staff

- Staff changes this fiscal year include:
  - Assistant Director of the Acadian Archives and Library: Kathryn Donahue resigned to take a position elsewhere.
  - Serials: Brenda Pelletier was offered and accepted a Library Specialist CL2 full time position

## STAFF

The staff included 3 Librarians, 2 Library Specialist CL2's, 1 part time Library Specialist CL1, and is allocated 14 work-study students from September until May, and up to 3 work-study students from June until September. The student workers are equivalent to approximately 2.5 full-time employees. In addition, one IT Specialist was assigned a number of tasks to assist the Library staff.

Staff members are as follows:

Leslie Kelly, Director of Information Services (MLIS)  
 Sofia Birden, Associate Director of the Library (MSIS)  
 Kathryn Donahue, Assistant Director of the Archives and Library (MSLS) (*resigned as of May 2015*)  
 Asita Albert, Library Specialist CL2  
 Debra Durkin, Library Specialist CL 2  
 Brenda Pelletier, Library Specialist CL 1 (*moved to CL2 as of June 2015, begins full time position as of July 2015 [FY2016]*)  
 Nicki Ouellette, IT Specialist

## STAFF COMMITMENTS TO COMMITTEES

Leslie Kelly

BBCore, System-wide  
 Concierge/Campus Liaison Group, System-wide  
 Council for Institutional Effectiveness  
 Educational Technology Advisory Council (ETAC), System-wide  
 Emergency Management Team  
 EMPAC  
 Distance Learning Steering Committee (DLSC), System-wide  
 Distance Education Council, Chair  
 IT Accessibility Committee (ITAC), System-wide  
 NEASC Steering Committee, Co-Chair  
 President's Cabinet  
 Quality Undergraduate Education (QUE)  
 Salaried Staff, Chair

Strategic Planning Steering Committee  
UMS State Authorization Committee, System-wide  
URSUS Directors, Chair, System-wide  
VPAS

Sofia Birden

System Circulation Group (backup)  
System Reference Group (Chair)  
URSUS Shared Digital Collections Committee (once called the System Databases Committee)  
System Tutorials Committee  
URSUS Interface Committee  
Distance Education  
Student Conduct Committee  
HSLIC  
NEASC Committee (Chair): Standard 7, substandards 7.1-8  
NEASC Committee (Co-Chair): Standard 7, substandards 7.9-10  
Mariner Subjects group (transferred from cataloging to reference)

Kathryn Donahue

Diversity Committee  
Cataloging Standards Committee  
UMS Databases Subject Headings Subcommittee (subcom. Of Cataloging)  
UMS Special Collections Committee (Chair)  
MACON (Maine Archival Collections Online) Steering Committee  
NEASC Committee (Chair): Standard 11

Debra Durkin

System Circulation Group  
NEASC Committee: Standard 7, substandards 7.9-10  
UMS circulation manual committee  
UMS extension service master gardener group

Asita Albert

Hourly Staff Development Fund Committee (Chair)  
NEASC Committee: Standard 7, substandards 7.1-8

Brenda Pelletier

None for FY2015

## **FUTURE PLANS**

### **Short Term Goals**

- NCLEX via streaming – Agreements between library staff and The Judith Miller company are in place for fall 2015 (no contract signed yet), a server has been purchased, and streaming of the DVD's are in process. All will be in place for fall 2015.
- We plan to move New York Times to a different location to accommodate the 3D printer and work station if a Foundation Grant goes through for Media Services.
- Create Focus on Faculty videos for web site.
- Purchase Project SAILS information literacy assessment, or newer form.

### **Long Term Goals**

- Special Collections – Library staff will continue digitizing targeted materials. Project is considered a long term and ongoing project. This past year the digitization project focused on university newspapers. However, the project was interrupted to have the work study student who was working on digitizing the newspapers switch to indexing the Saint John Valley Times on microfilm (for internal use only and with permission from SJTV).
- Security System - Currently the library does not have a system in place.
  - Could consider putting security gates in old section only with a self-checkout station.
  - Considering security cameras
- John Martin Collection – cataloging (ongoing – 2015 and will continue in FY2016).
- Updating Library –
  - Remove asbestos tiles
  - Put down eco-friendly flooring/covering for more color and quiet
  - Paint walls, remove peeling wall paper
  - Replace ceiling tiles that are discolored (ongoing)
  - Add electrical outlets to strategic areas within the library
    - Right of server door
    - Left of individual study room upstairs
    - Consider flat on floor under mat/carpet electrical options
  - Update and add to furniture needs:
    - Chairs
    - Tables
    - carrels