

Blake Library

2022 Annual Report

Blake Library staff provide information services at the University of Maine at Fort Kent for the campus community, students and faculty at a distance, and the St. John Valley community. They administer traditional and electronic resources and services that are available to patrons on and off campus.

Library staff also support Information Technology (IT) services, the Acadian Archives, Audio-Visual Services, and Distance Education. Additionally, Blake Library is part of a University of Maine System consortium that allows staff to share resources and services, which in turn augments what is available to all UMFK and Fort Kent patrons.

Overall department report for the year

Due to the continued pandemic, the library remained quieter than normal across the summer and fall of 2021. However, other than still wearing masks and limiting where students could eat, the day-to-day work of library staff continued as normal. In March of 2022, people were no longer required to wear masks in the buildings. Due to this relaxing of rules, some previous services and privileges were reinstated. These were such things as allowing food and drink across the library. Use of the library picked up briefly but dropped again in April.

Library staff consisted of two hourly and 1.5 salaried staff, the .5 being the Executive Director of Academic Support Services, who still worked partly in the library due to collection development and other needs. In the spring of 2022, the Archives finally hired a cataloger/archivist who provided cataloging support for Blake Library, and in the future will represent UMFK at cataloging and other related meetings.

Toward the end of FY2022, we were informed that the state's Unclaimed Property program went back to reclaiming property on an annual basis. Due to the new card system installed in our Tech Services department, which does not connect the person to the printing funds but uses a simple print card, the state cannot identify these funds if they reclaim the property. Staff will work with IT to consider other options.

Library interaction with external

This year we made the transition from a serials collections management system that allowed us to purchase all or most of the serials, both print and online, through one company to purchasing our serials individually. By doing so, we were able to save the fees associated with the management system. Our acquisitions/serials staff worked with all the different companies to begin a long-term relationship with their sales staff and made sure they understood the unique elements of our purchasing needs.

The Library Director was asked by the MaineReunite program organizers to be a judge in the Aroostook County MaineReunite art contest.

Library interaction with UMS

The Library Directors began work on an RFP to review various Integrated Library Systems (ILS) with the goal of possibly replacing the current system. The ILS is one that has all the

components of acquisitions, circulation, serials, cataloging, and the OPAC (online public access catalog). Part of the RFP process also requires our acquisitions/serials and circulation staff to be part of subgroups that help define the libraries' collective needs.

At the same time, the directors continue to work on their strategic plan and finding additional funding to help pay for shared resources. This latter is important since the cost of resources increases each year. Though the resources themselves only increase roughly between 3-6%, the actual increase to each institution for the amount not covered by the system budget is closer to 35-40%. This has been playing havoc with our library budget at UMFK.

Library interaction with campus

Library staff continued to work with various departments on campus either in their role in the library or through committee work. Such work included creating and updating guides, working on the 2022 Scholar's Symposium, and other sometimes time-intensive projects.

The OER Grant program successfully completed the first round of grants. However, only one grant ended up paying out to the instructor who applied since that instructor left before teaching the second class. The program will be funded again in FY2023.

TRIO provided the library with new whiteboards for the walls and actual whiteboard tables, which in turn provides TRIO students library space similar to the Student Success Center.

NECHE

In September 2021, the Library Directors received a 2nd draft of the NECHE document to review, specifically, Standards 4.5, Information Literacy, and 7.6, Library. The group worked across the fall and into the first part of the spring semester to update the sections. They also completed a review of the Data-First forms to make sure our forms were essentially using the same data.

Staff development and service

Sofia Birden represented UMFK through: **UMS** NECHE self-study; **Library Consortium** Library Directors; **Library Consortium** RFP for ILS; **UMS** Library Directors; **UMSL** Reference Group; **UMSL** Information Literacy Micro-Credentials Committee; **UMSL** Electronic Resources Committee; **UMSL** Tech Cabal Committee; **UMSL** Kaltura and DVD Committee; **UMFK** Open Educational Resources (OER) Committee (Chair); **UMFK** Scholars' Symposium Committee; **UMFK** Search Committees Acadian Archives – Cataloger/Archivist and Director of the Archives; **Service**: MaineReunited Aroostook County Art Contest (as a judge).

Deb Durkin represented UMFK through: **Library Consortium** RFP for ILS; **UMSL** Circulation Group.

Brenda Pelletier represented UMFK through: **Library Consortium** RFP for ILS; **UMFK** Wellness Committee; **UMFK** Search Committees Acadian Archives – Cataloger/Archivist and Director of the Archives. **Development**: Six Fred Pryor Webinars; six-week "Fundamentals of Cataloging"; Library of Congress Classification Online Training; beginning "Using and Understanding Library of Congress Classification." **Service**: cooking, delivering food, and store pickups for people with covid;

Leslie Kelly represented UMFK through: **UMS** ETAC; **UMS** Brightspace Core Team; **UMS** Asymptomatic Leaders; **UMS** Symptomatic Leaders; **UMS** Safe Return Planning; **UMS** Incident Commanders; **UMS** System-Wide Advising Group; **UMS** Student Success; **UMS** Navigator; **UMS**

Students Systems Steering Committee; **UMS** Coronavirus President Check-in; **UMS** Waste Water Testing Weekly Check-in; **UMS** State Authorization Compliance; **UMS** Early College (NACEP); **UMS** EAB | Maine System Campuses Navigate; **UMFK** President's Cabinet; **UMFK** Academic Leadership Council; **UMFK** Emergency Operations Team (EOT); **UMFK** Space Utilization Committee; **UMFK** Campus Assessment, Resource & Education Team (CARE); **UMFK** Strategic Enrollment Management council (SEMC) (Co-chair); **UMFK** Commencement Committee; **UMFK** Academic Advising Committee; **UMFK** search committees (Acadian Archives-Cataloger/Archivist, Director of the Archives & Early College Coordinator).

Goals and future plans

Consider new ways the library can help toward recruitment and retention at UMFK.

Update the Integrated Library System (ILS) by completing the system/statewide RFP; Update library collection

Long-term goals: Replace windows in old section; Replace lighting in Quad entrance group study area and add ceiling fans; Add baffled panels to Bell Tower entrance glass sides (to enclose open areas and help with vacuum seal); Replace exhibit doors to fix opening/closing issues.

Long-long-term goal: Remodel bathrooms in old sections.

Reference Department report

The reference department has not fully recovered from the pandemic conditions. However, Information Literacy sessions and reference transactions, in-person and electronic, did increase from the prior year's numbers.

Reference staff continue to work with other staff in the UMS Libraries Consortium on the Information Literacy Micro-Credential. The group is in the final stages of development and hope to have it ready sometime in FY2023.

Other areas of note: Reference and circulation staff are collaborating on the reserves process for streaming films for faculty. This process includes working with other libraries within the UMS; Reference staff began a significant update of the library collection and will continue through the summer.

Circulation Department report

As more people understood COVID-19, staff was able to reinstate reserves and no longer isolate reserves, interlibrary loans, and on-site borrowing materials. However, community patrons were still required to check in at the circulation desk to show proof of vaccination, and for most of the year, they were also required to wear masks. In March 2022, mask-wearing changed.

Circulation staff was able to get loan rules set up so that electronic equipment on reserve was not mixed in with traditional materials on reserve. This change helps supply more accurate results for the Association of College & Research Libraries (ACRL) and IPEDS annual surveys. Additionally, staff helped get an Emeritus status created in the library system, which provides special privileges to UMFK faculty who have obtained that status.

Finally, IT and Library staff created a document that provides an understanding of ground rules for the cycling of laptops through library reserves (See appendix G in the circulation report).

Basically, IT will provide library staff with two new laptops a year. The document also details guidance for library staff on how they will cycle the laptops until eventually older laptops are cycled out.

Staff has created a special account for faculty with emeritus status. We expect this to be in place by fall FY2023.

Tech Services Department report

A big change this year was staff moved away from using a serials management vendor to working directly with individual vendors. By doing so, staff provided the library with cost savings.

Some other notable changes were that the Tech Services staff could no longer use purchase orders to encumber funds in the budget. This required staff to manage the budget in a slightly different manner. Additionally, staff started maintaining another cash service for the Bengal Bucks 41000 Deposit Station. Across the year we struggled with our community patrons being able to print on the new system installed on the computers. To solve this problem, IT installed the new deposit Station, which allowed our patrons to print using a printing card. This new station is in addition to the copier and cash register.

Finally, the Acadian Archives hired a new cataloger/archivist. This new employee will provide cataloging services for Blake Library and represent UMFK at system cataloging meetings.

APPENDICES

- A. Budget
- B. Collections
- C. Library Services Overview
- D. Circulation Services
- E. Technical Services
- F. Reference Services