

# University of Maine at Fort Kent

## BLAKE LIBRARY

### Annual Report

2004/2005

## I. 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 7,400 electronic books and 16,000 electronic journals; to reserve material online; and to a highly automated interlibrary loan service. The library has a developed web page offering online access to a variety of forms, a place to "Ask the Librarian," subject guides, tutorials and much more. In addition to maintaining the Library web page, the library staff delivers Web Services to the campus. Web Services includes the maintenance of four servers, updating and developing the University web site, instruction and support to faculty and students in the implementation and use of online distance education software, and providing video editing and streaming to campus. The library makes available twenty-one computers for public use and two I-book computers which can be used only in the library. Staff provides instruction on the use of the computer and on all 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, disks, and network problems.

## II. ACTIVITIES, MAJOR EVENTS AND SIGNIFICANT ACHIEVEMENTS

### A. Acadian Archives Building

In FY2004 the public services staff was moved to their new location by the new entrance. This move left the technical services staff on the opposite end of the building. It was quickly apparent that the separation of the staff was a disservice to the patrons Blake Library serves. Technical services staff was no longer able to "easily" cover at the circulation desk or reference desk. In the past the high traffic areas were close to technical services and staff could see if more help was needed. In the summer of 2004, the library made the last of the moves associated with the construction of the new Acadian Archives building. This move brought the technical services to what was the computer lab and the computer lab to the technical services staff area. To accomplish the move, the staff room needed to be wired, both electrical and data, for 15 computers; have a projector mounted, and a projector screen hung. The computer lab needed to be wired for electrical, data and voice. The configuration of the old computer lab made it hard to place furniture and equipment. With much persistence the Acquisitions/Cataloging

department, Serials/Interlibrary Loan department and the Assistant Director of the library were moved in to their new space. In addition to the staff, relocated to the room was the staff printer, color printer, cash register, supply cabinets, laminating machine, fax machine, and the water cooler. Moving the staff back together has had a positive effect on the both services and the staff. The layout of the computer lab and staff office can be found in Appendix A.

The staff space which was previously occupied by Web Services staff was freed up when the Web Assistant relocated to the old Acadian Archives offices and the Assistant Director of the library moved with technical services. The library staff decided to move the computers which were scattered around the library into this smaller room. There were several reasons which led to this decision, some of which were the difficulty in monitoring computers scattered around the library and the noise level. Relocated to the small staff office were six computers, a scanner, two printers, and a public phone. The smaller lab has been nice when classes are held in the larger lab and the location of all the computers in one location has been ideal.

Overall the move has been good for the library. The small office which was the Dean of Information Services office is now used for a variety of purposes. The TV VCR/DVD station was moved to this room with the hopes in an enclosed room fewer patrons would be disturbed. This room is frequently used by small groups who can close the door and individuals who want to study quietly. The space surrounding the serials collection is widely used and the space surrounding the old entry is frequently used.

B. Stephen and Tabitha King Foundation

In September 2004, after several delays, the library was pleased to open its new entrance. The new entrance was made possible by a \$40,000 grant from the Stephen and Tabitha King Foundation. In addition to the new entry, the donation was used for a new circulation desk. The entry, though further from the parking lot, opens into the quad making the library more a part of campus and is handicap accessible. The news release on the opening can be found in Appendix B.

Upon completion of the construction, the Dean of Information Services notified the King Foundation with a letter expressing our gratitude and enclosing pictures of the progress of the project. The materials sent to the King Foundation can be found in Appendix C.

C. Accreditation/Planning

*Assessment* - In FY2003 the Vice President for Academic Affairs instituted the campus wide implementation of Key Performance Indicators (KPI's). KPI's are developed by the department as a tool to assess the departments performance. Goals and results are submitted to the Academic Affairs Office on an annual basis. A copy of the KPI table for Information Services can be found in Appendix D.

*Education* - In April 2005 the Education Division was up for their Annual Program Review. The divisions are evaluated every five years. Library services is referenced under section E entitled Learning Resources of the “Divisional Evaluation Outline.” The library is evaluated on its ability to satisfy the needs of the division, and whether it meets ALA or other professional recommendations. A copy of the materials provided to the division can be found in Appendix E

*Natural and Behavioral Science* - In addition to the Education Divisions program review, the Natural and Behavioral Science Division was reviewed. A copy of the materials provided to the division can be found in Appendix F.

*NEASC* - In FY2004, the University began working on the NEASC self-study. Individuals were elected to sit on assigned standards. Standard 7, Library and Information Services committee, consisted of Tony Gauvin (chair), Erin Soucy, Nicki Ouellette, Sofia Birden, and Leslie Kelly. In FY2005 a complete draft was submitted for review. The appraisal points out areas of concerns relating to space, staff, and the collection. The report also points out strengths in services and collaboration. A draft of Standard 7 can be found in Appendix G.

*University of Maine System (UMS)* - In FY2004 a draft of the UMS Strategic Plan was developed. This draft targeted both the University of Maine at Fort Kent and the Blake Library. The draft plan intended on merging the University of Maine at Machias, the University of Maine at Presque Isle, and the University of Maine at Fort Kent to form the University of Northern Maine. In addition, Strategic Direction 4 of the plan states, “Expand and enhance the System’s library resources in ways that benefit the research and resource needs of both its universities and the public.” Though the draft has been revised, not merging the three campuses into one but instead forming a consortium and has re-worked the wording of Strategic Direction 4, the impact has yet to be realized. A copy of the September 2004 Strategic Plan can be found in Appendix H.

Following the September 2004 release of the UMS Strategic Plan came the Implementation Plan in February 2005. The implementation process consists of a number of committees that are charged with carrying out the objectives of the strategic plan. Included in the plan are the names of the committee members for each direction, goals, approaches, outcomes and a time line. A copy of the implementation process can be found in Appendix I.

In support of Strategic Direction 7 a system-wide project to develop new processes for delivering student services, THESIS (Transforming Higher Education Student Integrated Services for the University of Maine System), has begun. Focus groups visited each campus in the spring of the year to discuss the possibilities/feasibility of centralizing processes in the registrar, business, financial aid, and admissions office. A copy of the “Validation Workshop” can be found in Appendix J.

D. The Maine State Consortium

As mentioned above, the UMS strategic plan organizational model has directed the University of Maine at Fort Kent, the University of Maine at Presque Isle and the University of Maine at Machias to operate collaboratively as The Maine State Consortium. In an effort to support the process, the library directors met to discuss ways in which the three campus libraries may be able to strengthen their services with collaborative efforts. Included in the discussion were such topics as cataloging, interlibrary loan, Maine government documents, and collections.

On March 2, the University of Presque Isle and the Fort Kent library staff met for two hours on Polycom. The point of discussion was the sharing of functions/services each staff provides. The meeting ended with the idea that a Fort Kent staff person would travel to Presque Isle to shadow their peer and then Presque Isle would send staff to Fort Kent.

E. Library Directors

The University of Maine System Library Directors' Council, of which UMFK's Dean of Information Services is a member, works collaboratively to develop and maintain the shared library system of the UMS campus libraries, the Maine State Library, and the Bangor Public Library. The council dealt with four major issues in FY2005.

*Maine Info Net* -The UMS shared system is called URSUS. URSUS is, in turn, a member of a much larger shared system called Maine Info Net. This larger system includes other public libraries, other Maine universities, and even public school libraries. A study by Nelinet was conducted in a previous year resulting in a report and a recommendation that UMS and the Maine State Library plan and fund together a position to oversee Maine Info Net. The search will be conducted at the beginning of FY2006 for a chief executive officer with the title of Executive Director of Maine Info Net.

*Strategic Direction 4* - The library directors all participated in writing the text for Strategic Direction 4. They were joined by faculty members from several campuses. A copy of Strategic Direction 4 can be found in Appendix H<sup>K</sup>

*Conversion to PeopleSoft Financials* - The systems librarian, Laura Galucci, took the lead in helping to develop an interface between URSUS, which has its own financial system, and PeopleSoft Financials. This interface had not been completed by the end of FY2005.

*Financial Shortfall for FY2005* - The system budget fell short of needed funds in FY2005 by \$188,704. Tom Abbott, Director at UMA and Lewiston, gave a presentation to the system Chief Financial Officers, to discuss this shortfall and future budgets. A copy of the materials presented at the meeting can be found in Appendix K. The result was that the campuses were asked to provide funds according to headcount. UMFK's headcount was determined to be 1,076. The

campus was required to expend \$5,850 or 3.1% of the local campus' distribution. The University of Maine, the University of Southern Maine, and the University of Maine at Augusta each had raised a fee of \$1.00 per student to offset this cost. The other campuses had not increased fees.

F. Library Bond

In 2003 the library system was awarded \$400,000 to be used to purchase equipment to support the digital library. Table 1 shows the purchases made in FY2004 and FY2005.

Table 1. Library Bond Expenditures			
	FY2004		FY2005
Serial Solutions	\$43,754	Gateway Server (Mariner)	\$25,000
9 Proxy Servers	\$25,000	Digital Content Management Server	\$25,000
Second Alpha Processor	\$8,200	Docutek Server	\$12,500
OS License	\$3000		
III index	2,500		
PC's	\$80,000		

G. Maine Public Utilities Commission (PUC)

As reported in last years annual report, the University of Maine System (UMS) requested from the PUC \$510,000 for FY2004 and \$520,000 for FY2005 to cover the cost of continued access to statewide electronic databases. PUC Funds had become uncertain. LD1259 passed in FY2005 raising the e-rate up to 7%. This will help to secure the future of the state-wide databases. A copy of LD1259 can be found in Appendix L.

H. UMS System Libraries

*Digital Objects Management System* - Marilyn Lutz, Systems Librarian, was awarded a grant from the National Leadership Grants for Libraries. The proposal was for a "Digital Objects Management System." In January 2005, the "Gateway to Digital Collections" was launched. The digital collection provides access to special collection materials and other cultural institutions in Maine including Carr Collection and the "Maine Music Box" to name a few collections. The grant also partially funded "Window on Maine." This project provides access to digital resources from museums and libraries to promote use of these materials in the classroom. A copy of the news releases can be found in Appendix M.

*Holds in PeopleSoft* - With the implementation of PeopleSoft many of the processes which are currently performed are needing to be adjusted to work with the new software in a shared system. In the past each library had a different process for collecting fees and placing holds on the student's accounts. With the implementation of PeopleSoft the libraries need to decide on a dollar amount which all the libraries will adopt. The library directors agreed to a \$100 minimum charge before the hold is placed.

*Material Types Table* - The material types table was revised to aid patrons in the location of materials and to free up space for new material types. The new material type added to the system was thesis. The three that were revised were “edu materials” now merges transparency, activity card, flash card, game and kit; film and filmstrip were merged; and artifact and model merged.

*Review File Allocations* - The library system allows for the collection of data through a review file. Each library has certain review files which are allocated to their library. Throughout the year staff runs review files to gather data about the collection, acquisitions, serials, and patrons. Very often all the review files are full. In addition each review file is limited by how much data it can collect. The systems office undertook reallocating review files. Fort Kent not only gained additional review files but also files which can hold considerably more data.

*URSUS webopac* - In December 2004 a new version of the URSUS webopac was released. Efforts were made to code the site in accordance with ADA compliance rules, “Content Café” covers were added, and scoping was improved. A copy of the list of improvements and information on ADA compliance can be found in Appendix N.

I. Paradis Project

Dean of Information Services took on digitizing audio cassette tapes owned by the Acadian Archives. The cassette tapes were collected by students in Professor Paradis’ Oral History course. The tapes consist of interviews with St. John Valley residents. Some interviews are conducted in French. Before the project could begin, equipment was purchased to convert the tapes to digital format. After the cassette tapes are captured to the computer, the file is burned to an archival CD, then the file on the computer is marked to better facilitate using the CD, and finally the file is burned to a second CD which is cataloged in URSUS and to be shelved in Blake Library’s special collections room. The project is just under way at this point with 68 tapes processed out of approximately 200. The process is slow going and may take much of the summer to complete. A copy of the equipment purchased to complete the project can be found in Appendix O.

J. UMFK 125<sup>th</sup> Anniversary Book Signing

In September of 2004, the Blake Library hosted the unveiling and signing of “A Century and a Quarter of Progress.” Valley librarians gathered to receive their complimentary copies and also to share issues from their libraries. The group talked about the state-wide databases and the possibility of having one of Blake Library’s staff visit the libraries for instruction on the databases. The group met for about an hour before the signing. Copies of the news releases can be found in Appendix P.

K. Budget

In FY2004, the total library actual budget was \$236,779.07. In FY2005, the actual library budget was \$246,460.06. Personnel costs in FY2004 represented 71% of the library budget while in FY2005 they represented 69%. There was a slight increase in the budget for FY2005 to cover employee salaries and benefits. Serial subscriptions were \$11,545 over allotted funds resulting in fewer purchases from other areas. In FY2004 the library budget represented 3.3% of the total campus E&G budget; in FY2005 it was 3.1%. A more detailed breakdown of expenses and annual budget comparison on the library budget can be found in Appendix Q.

L. Services and the Collection

The Blake Library staff collects data on the services provided by the library. This data plays an important role in planning and monitoring services. Table 2 Services offers selected data on the areas of reference, circulation, interlibrary loan, and attendance. In FY2005, there was a 56% increase in computer assisted reference questions compared to FY2004. There were also increases in reserve check-outs, general check-out, and materials borrowed through the requestor function. These increase, as well as many of the other increases could be attributed to higher enrollment in FY2005 compared to FY2004. Detailed explanations on the increase and decrease of a particular area can be found in the department's chapter of the annual report.

In addition to collecting data on the services the library provides, the staff monitors the growth of the collection. Table 3 Collection provides data on current holdings. The data is broken down by material type. Also included in Table 3 is the number of items discarded from each material type. Table 4 Blake Library Book Collection provides yearly totals and net gain of volumes added to the collection. Though staff monitors the growth of the collection, an emphasis is placed on the quality not just the quantity of the material made available to the patrons.

\_\_\_\_\_M. Facility

With the many moves the library has undergone over the past two years, there were numerous tasks which physical plant staff were asked to assist the library staff at completing. The physical plant staff have been very patient throughout the move with frequent visits to the library. In addition to the list of accomplishments was a new coat of paint to the staff room. The library facility continues to need maintenance particularly to the floor tiles located upstairs and in the back serials room. During the spring months when melting occurs and during heavy rainfalls the library often leaks. The lighting in the 1988 addition could also be adjusted to accommodate the new use of the space. Previously the stacks were located in this area; now with new entrance the lighting needs adjusting. One last concern is the location of both the light switches and the security alarms. When staff closes the library, they need to maneuver through the dark to return to the front of the library. The alarm system is now located at a distance from the staff and is open to the public. As the library settles into this "new look," any additional needs will be noted in an attempt to improve the facility. A list of tasks submitted to physical plant can be found in Appendix R.

Table 2.

**SERVICES**

	2003-2004	2004-2005	% Increase
<b>REFERENCE &amp; INSTRUCTION</b>			
Directional Reference Transactions	78	63	-19.23%
Informational Reference Transactions	884	979	10.75%
Bibliographic Sessions and Tours	48	46	-4.17%
Computer Assistance	153	239	56.21%
<b>CIRCULATION</b>			
Total Circulation Transactions	19071	22861	-100.00%
Circulation (checkouts only)	7924	9742	22.94%
Circulating general collection (checkouts)	3367	3838	13.99%
Reserve Circulation (checkouts)	717	1295	80.61%
Reference/Special Collection Circ. (checkouts)	53	25	-52.83%
Maine Government Documents (Checkouts)	33	60	81.82%
Inhouse Circulation (Barcoded materials)	4703	4146	-11.84%
Checkout Statistics:			
Student Circulation	4683	6067	29.55%
Faculty & Staff Circulation	1096	1299	18.52%
Guest Patron (Courtesy) Circulation			
Community Borrowers	939	1107	
Public School Borrowers	133	141	
Special	0	15	
Other System Borrowers (Requestor)	81	112	38.27%
<b>INTERLIBRARY LOAN</b>			
Books borrowed from other libraries:			
Number of books borrowed	39	25	-35.90%
Number of periodical articles borrowed	329	276	-16.11%
Total borrowed	368	301	-18.21%
Books loaned to other libraries:			
Number of books loaned	55	59	7.27%
Number of periodical articles loaned	28	21	-25.00%
Total loaned	83	80	-3.61%
<b>MAINE INFO NET/INNREACH</b>			
Number of books borrowed	102	162	58.82%
Number of books loaned	192	240	25.00%
<b>REQUESTOR FUNCTION</b>			
Number of books borrowed	1829	1993	8.97%
Number of books loaned	795	852	7.17%
<b>ATTENDANCE</b>			
Total by gate count	52054	no data	



Table 3.

## THE COLLECTION

<b>CURRENT HOLDINGS</b>	<b>2003-2004</b>	<b>2004-2005</b>
Books	66898	68137
Electronic Books	-	7400
Current Periodical Subscriptions (print)	344	319
Current Electronic Periodical Subscriptions	-	16374
Microfilm Subscriptions	1	1
Microfilm Reels	6267	6294
Videocassettes	1082	1194
Videodiscs	5	5
Digital Video Disc	89	177
Audio cassettes	273	276
Compact Discs	226	426
Maps	878	877
Phonograph records	3534	3534
Aerial photos	309	309
CD-ROMs	143	159
Maine government documents	6168	6547
French language materials	1976	2005
Fiche	112	112

**ANNUAL GROWTH: 2004-2005**

Books (volumes) cataloged (includes backlog and gifts)	1445
Books added by purchase	926
Books added by gift	519
Books discarded	206
New periodical subscriptions (purchase)	5
New periodical subscriptions (gift)	3
Cancelled periodical subscriptions (purchase)	18
Cancelled periodical subscriptions (gift)	15
New microfilm subscriptions	0
New microfilm reels added	27
Cancelled microfilm subscriptions	0
Videocassettes added	115
Videocassettes discarded	3
Videodiscs added	0
Digital Video Disc	88
Audio cassettes added	3
Compact discs added	200
Maps added	5
Phonograph records added	0
Phonograph records discarded	1
Aerial photos added	0
CD-ROMs added	20
CD-ROMs discarded	4
Maine document volumes (cataloged) added	503
Maine document volumes (cataloged) discarded	124
French language materials added	29
Fiche	0
Kits/Regalia/Manipulatives	3

Table 4.

**BLAKE LIBRARY BOOK COLLECTION  
YEARLY TOTALS**

YEAR	TOTAL EFFECTIVE BOOK COLLECTION	NET GAIN
1966-67	14059	1062
1967-68	15287	1228
1968-69	16269	982
1969-70	19504	3235
1970-71	22511	3007
1971-72	25021	2510
1972-73	26676	1655
1973-74	28225	1549
1974-75	30745	2520
1975-76	33577	2832
1976-77	35680	2103
1977-78	37384	1704
1978-79	38563	1179
1979-80	40498	1935
1980-81	41922	1424
1981-82	42955	1033
1982-83	44043	1088
1983-84	45806	1763
1984-85	46477	671
1985-86	47778	1301
1986-87	48875	1097
1987-88	50005	1130
1988-89	50030	(weeded) 25
1989-90	50902	872
1990-91	51767	865
1991-92	52352	585
1992-93	53809	1457
1993-94	55108	1299
1994-95	56078	970
1995-96	58228	2150
1996-97	59396	1168
1997-98	61296	1900
1998-99	63408	2112
1999-00	64898	1490
2000-01	66371	1473
2001-02	69189	2818
2002-03	65950	(weeded) -3239
2003-04	66896	946
2004-05	68137	1241

In FY2005, the student senate investigated purchasing the tower clock for the library. The result of the investigation was a quote for \$3,641 plus shipping and handling of \$780. The student senate was unable to purchase the clock at this price. There currently is a library clock fund which has \$866.82 available to purchase the clock. Until this fund grows, the tower clock for the library remains on the “wish list.” A copy of the documents received from the clock vendor can be found in Appendix S.

N. Staff

For many years the library has been in need of moving the part-time serials position to a full-time position. In the spring of 2005 the request was finally granted. In FY2006 the library looks forward to moving the serials position to forty hours adding the duties of managing electronic serials.

The University works with the Department of Human Services at providing job placement for Aspire Volunteers. Blake Library benefitted from having three volunteers work at the library in FY2005. During the summer, the volunteers worked primarily with interlibrary loan and WebCT; the fall volunteer worked with the Assistant Director performing a wide range of tasks from serials to video editing; the spring volunteer worked in the circulation department. These volunteers have been great for the library. All three of these volunteers have continued on to pursue degrees at the University.

O. Space

Some creative solutions to the library’s space problems have been discussed as of late. As the collection and services grow the space problem grows. Compact shelving is one solution which could possibly gain space for serial back issues and the book collection. Though one quiet space was created with the recent moves, patrons still are reporting that the library is too noisy for studying. Patrons with group projects are reporting there are not enough places to work on group projects without disturbing others working in the library. As enrollment increases and traffic in the library increases, the library staff will need to address both the group project and the quiet study space problems. The library would benefit from a space consultant to advise on better use of the current facility.

P. New Furniture/Equipment

*Sensor Server* - With the opening of the new entrance there was a need to purchase a new people counter. The old counter did not work with the design of the new entrance. The Electronic and Information Resources Librarian researched a variety of systems, then recommended a laser system which counted people coming in and going out. The company which was selected was SenSource. Details on the project can be found in Book 3 of the annual report.

*Circulation Desk* - A new circulation desk was purchased to more efficiently use the space in circulation. The new desk provides locked storage space, increased desk-top work space, and ample file space. The desk was purchased for \$5,320.32. Detail description of the circulation desk can be found in Appendix T.

*Printers* - The computer located at the reference desk was not meeting the needs of the reference workstation and the URSUS/Research computers. As more full-text articles became available and PDF (Portable Document Files) became larger, the printer was slow, often failing during the print job. The new printer will hopefully be faster, duplex, and be able to print large files.

The Xerox color printer/copier which was currently housed in Blake Library was moved to the Public Relations Office. The move was based on the need for a printer in the Public Relations Office and the fact that the Public Relations Office was the highest user of the Xerox. Library patrons still have access to the HP color laser printer which can handle small print jobs but not the large files from Public Relations.

Q. Library and Academic Computing Interactions

The library staff offers the campus and local area patrons computer support. This support ranges from beginner computer use to advanced, one-on-one instruction to group instruction, and software to hardware. The library makes available twenty-one computers for general computing use, one of which has scanning and graphic capabilities. The library has an assisted learning station which has voice recognition software, web reading software, and zoom software, and four additional computers dedicated for library research. With the large number of computers available for public use and the many different applications available, the library staff fields a growing number of computer questions.

The library staff are trained to create network accounts and to add money to Pcounter for printing. Due to the number of hours the library is opened, this allows access to the network and printing in the evenings and on weekends.

The campus web services are supported and maintained by library staff. The Assistant Director of the Library performs the duties of campus Webmaster, and, the Assistant Director of the Library and the Electronic and Information Resources Librarian provide instruction and support for WebCT and BlackBoard. For more detailed information on the campus web, see the Web Services Annual Report.

The library staff understands the importance of the integration and support of technology on campus. Many of these services, though not “traditional” library support, are a part of providing quality “Information Services” to campus and the local community.

In response to the systems desire to purchase software at the consortial level, each department was asked to list the software it uses. The library department surveyed each of the computers and submitted a list to the Dean of Information Services. A list of the software can be found in Appendix U.

### III. Personnel and Professional Staff Development

#### A. Staff

In addition to Sharon Johnson, Dean of Information Services, the staff includes 2 Librarians, 2 Library Assistant II's, a part-time Library Assistant II, and is allocated 14 work-study students from September until May, and 3 work-study students from June until September. The student workers are equivalent to approximately 2.5 full-time employees. Also, the Administrative Assistant to Information Services has been assigned many tasks to assist the Library staff. The professional librarians spend approximately 36.7% of their time on administrative activities, 28.3% on public activities, and 35% on technical activities. The support staff spends approximately 13.3% of their time on administrative duties, 50% on technical activities, and 36.7% on public activities.

Staff members are as follows:

Sharon Johnson, Dean of Information Services (MS in Information Science)

Leslie Kelly, Assistant Director of the Library (MLIS)

Sofia Birden, Electronic and Information Resources Librarian  
(MS in Information Science)

Stephanie Bresett, Library Assistant II

Anne Chamberland, Library Assistant II

Georgine Richards, Library Assistant II (20 hours)

Nicki Ouellette, Administrative Assistant I

#### B. Workshops, Demonstrations, Meetings Attended

The Library staff remains current in library and university affairs by continuing to update themselves with changes and new developments.

Sharon Johnson, Dean of Information Services

PeopleSoft Financials, November 16, 2004

Professional Staff Meeting, November 18, 2004

President's Meeting (campus updates), December 9, 2004

THESIS, March 23, 2005

Leslie Kelly, Assistant Director of the Library

PeopleSoft Financials, November 16, 2004

Professional Staff Meeting, November 18, 2004

President's Meeting (campus updates), December 9, 2004

THESIS, March 23, 2005

Sofia Birden, Electronic and Information Resources Librarian

PeopleSoft Financials, November 16, 2004

Professional Staff Meeting, November 18, 2004

Courseware Meeting, December 7, 2004

Campus Wide Meeting, December 9, 2004

THESIS, March 23, 2005

Stephanie Bresett, Library Assistant II

UMS Strategic Plan Meeting with President Cost, July 1, 2004

Xerox printer training, November 9, 2004

President's Meeting (campus updates), December 9, 2004

Managing Change & Balancing Work and Personal Life, March 10, 2005  
THESIS Meeting, March 23, 2005

Anne Chamberland, Library Assistant II  
VDT Training - October 14, 2004  
Peoplesoft Training - November 17, 2004  
CIGNA Behavioral Health seminar - March 10, 2005

Georgine Richards, Library Assistant II

Nicki Ouellette, Administrative Assistant I  
VDT Training - October 14, 2004  
Peoplesoft Training - November 17, 2004  
Campus Wide Meeting - December 9, 2004  
THESIS Planning Meeting - March 23, 2005

C. University Service

The Library staff continues to be active participants in campus activities by serving on a variety of committees, teaching courses, and even taking courses.

Sharon M. Johnson, Dean of Information Services  
Academic Computing Committee, Chair  
Acadian Archives Advisory Committee  
Academic Affairs Council  
Capital Planning Committee  
College Council  
IT Directors' Council  
Library Committee, Chair  
Library Directors, UM System  
NEASC Accreditation Steering Committee  
Standard 11, Chair  
Strategic Planning Committee

Leslie Kelly, Assistant Director of the Library  
Academic Computing Committee  
Cataloging Standards Committee, (System wide), Chair  
Distance Education  
Environmental Studies Council  
HSLIC  
Institutional Effectiveness  
Interlibrary Loan, (System wide)  
Library Committee, Secretary  
NEASC - Standard 7 Committee  
Search Committee, Microcomputer Technician  
Web Committee, Secretary

Sofia Birden, Electronic and Information Resources Librarian  
Database Committee, (System Wide)  
Distance Education  
Diversity Committee

Electronic Reference Committee, (System wide)  
Library Committee  
NEASC - Standard 7 Committee  
Search Committee (Math-Education)  
Web Advisory Committee

Stephanie Bresett, Library Assistant II  
Circulation Heads (System wide)  
Classified Staff Committee (Chair)  
Classified Staff Development Fund Committee (Chair)  
Student Conduct Code Committee (Academic Integrity)

Anne Chamberland, Library Assistant II  
Classified Staff Development Fund Committee  
Classified Staff Committee

Nicki Ouellette, Administrative Assistant  
Academic Computing Advisory Committee, secretary  
Classified Staff Committee  
Tobacco Use on Campus Committee  
NEASC Standard 7

*Course Work*

Stephanie Bresett - Dimensions of Exceptionality

*Workshops Conducted/Classes Taught*

Sharon M. Johnson

Academic Computing Orientation - August 30 & 31, 2004  
& January 10, 2005

Leslie Kelly

Web page development for NUR425 Adult Health III, Fall 2004

Sofia Birden

Library orientations – Fall 2004 and Spring 2005

Nicki Ouellette

Academic Computing Orientation - August 30 & 31, 2004  
& January 10, 2005

Humanities 102 - First Year Experience - Fall Semester 2004

D. Community Service

The Assistant Director of the Library is the Greater Fort Kent Ecumenical Food Pantry Coordinator. Students who are in certain courses are required to take part in community service activities. These students occasionally drop in to the library to set up times to volunteer or to pick up information about the pantry to include in their papers.

#### **IV. Future Plans**

Acquisitions/Cataloging Work Area - The work area in the acquisitions/cataloging department is ergonomically incorrect. The library plans to replace this furniture in FY2006.

Bibliographic Instruction Online - Reevaluate Bibliographic Instruction or "Information Literacy", using the book First Impressions, Lasting Impact: Introducing the First-Year Student to the Academic Library and ACRL standards for bibliographic instruction.

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Curriculum Materials Center (CMC) - The Electronic and Information Services Librarian would like to investigate the possibilities of developing a CMC for Blake Library.

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Handbooks - Put both the faculty and student handbooks online in the same format as the staff handbook. Create a flier for new fall students which points to the online handbook. Complete the student employee handbook

Inez Day Richards - The library staff would like to catalog and digitize the original music scores composed by Inez Day Richards.

Library Newsletter - The library staff would like to create an electronic newsletter which could be emailed once a month to faculty and staff.

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Phonographs - There is still a backlog of approximately 150 unique phonographs which need original cataloging.

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Reference Work Area - To move office work, materials, and resources to a new location so the reference desk space is used primarily for reference not office space.

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Security System - The staff will investigate the feasibility of purchasing a security system. Currently the library does not have a system in place.

Special Collections - Library staff would like to target materials located in special collections for digitizing.

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Title Count - Each year the Library reports to various surveys which inquire about a title count. The Library staff will try to provide this number for the next annual report.

Web Site - The library staff would like to build a computer skills web page.

#### **IIV. Long Range Goals**

Powell - A long term goal is to acquire Powell Hall to alleviate space problems and to allow for the growth of new services.

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Teaching and Learning Technology Center - The library staff currently provides faculty support of integrating technology into the classroom. Ideally, we would like to create an area devoted to and known as, "The Teaching and Learning Technology Center."