

University of Maine at Fort Kent

BLAKE LIBRARY



**Annual Report
2005/2006**

TABLE OF CONTENTS

INTRODUCTION	<u>4</u>
ACTIVITIES, MAJOR EVENTS AND SIGNIFICANT ACHIEVEMENTS	<u>4</u>
Accreditation/Planning	<u>4</u>
<i>Table 1.</i>	<u>5</u>
UM System Library Directors	<u>6</u>
Paradis Project	<u>7</u>
Budget	<u>8</u>
Services and the Collection	<u>8</u>
Facility	<u>9</u>
Staff	<u>10</u>
Space	<u>11</u>
<i>Table 2. Services Breakdown</i>	<u>13</u>
<i>Table 3. The Collection</i>	<u>14</u>
<i>Table 4. Library Book Collection: Yearly Totals</i> . . .	<u>15</u>
New Furniture/Equipment	<u>16</u>
Library and Academic Computing Interactions	<u>17</u>
PERSONNEL AND PROFESSIONAL STAFF DEVELOPMENT	<u>17</u>
Library Staff	<u>18</u>
Workshops, Demonstrations, Meetings Attended	<u>18</u>
University Service	<u>19</u>
Community Service	<u>21</u>
FUTURE PLANS	<u>22</u>
LONG RANGE GOALS	<u>22</u>

APPENDICES	<u>23</u>
APPENDIX A: LIBQUAL SURVEY FOR URSUS LIBRARIES	<u>24</u>
APPENDIX B: BLAKE LIBRARY MISSION STATEMENT	<u>25</u>
APPENDIX C: NEASC REPORT	<u>26</u>
APPENDIX D: LIBRARY WEB SITE POLICY	<u>27</u>
APPENDIX E: STRATEGIC DIRECTION 4 - FINAL REPORT	<u>28</u>
APPENDIX F: UMFK LIBRARY BUDGET	<u>29</u>
APPENDIX G: LARGE GIFT ACCEPTANCE PROCEDURE	<u>30</u>
APPENDIX H: INFORMATION SERVICES SURVEY	<u>31</u>
APPENDIX I: WEEDING PROCEDURE	<u>32</u>
APPENDIX J: SITE SPECIFIC JOB DESCRIPTIONS	<u>33</u>
APPENDIX K: COMPACT SHELVING	<u>34</u>

The Princeton Review selects the University of Maine at Fort Kent to their list of *Best in the Northeast*. - "Survey says.. Small classes, Registration is a Breeze, Great Computer Facilities, Great Library, Students are friendly, Diverse student types on campus, and Students get along with the local community."

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 17,800 electronic journals; to reserve material online; and to a highly automated interlibrary loan service. The library has a comprehensive 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 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.

ACTIVITIES, MAJOR EVENTS AND SIGNIFICANT ACHIEVEMENTS

Accreditation/Planning

Assessment - Key Performance Indicators (KPI) continue to be an important assessment tool. See Table 1 below which lists KPI's for Blake Library in FY2006. Other assessments include a system wide LibQual survey. Plans have been made and a budget allocation has been set aside for a LibQual survey to be administered to students and patrons at all URSUS libraries. In addition, the Portland Public Library will join the URSUS libraries in this user satisfaction survey. Staff training will be begin in late summer 2006 and be conducted throughout Fall of FY2007. The survey itself will be administered in Spring of FY2007. This survey will give the libraries a baseline on which to apply future survey results. The system library directors believe it would be useful to administer at least every 5 years. The survey was developed by the American Research Libraries (ARL). (See Appendix A.)

Table 1.

KPI Number (First digit is NEASC std)	Strategic Plan Priority	Operational Definition	FY 06 Goal	FY 06 Result	Comments	New Goal
7.1	2	Number of bibliographic instruction sessions	50	47	one up from last year	48
7.2	2	Number of e-mail reference sessions	70	26	last year was 29 (70 is an unreasonable #)	30
5.1	3	Number of unique faculty using electronic reserves	15	10	one up from last year.	15
7.4	8	Number of items loaned to other libraries	875	884	Assuming figure from Requestor only	900
7.1	2	Number of patrons using library service (checkout of materials)	9,800	10,629		10,800

Future KPI's might include:

KPI Number (First digit is NEASC std)	Strategic Plan Priority	Operational Definition	FY 06 Goal	FY 06 Result	Comments	New Goal
7.1	2	Number of FK students checking out materials from Blake Library		6,826		7,000
7.1	2	Number of ILL items loaned		112		120
5.1	3	Number of faculty to whom serials are routed.		5		6
7.1	2	Number of items cataloged		3,019	Inflated number due to bequest	2,000
7.1	2	Number of login/sessions in EBSCO databases		12,047		13,000

Mission statement - During the NEASC self-study, library staff revised its own mission statement to more closely relate it to the new campus mission statement. The statement was sent to the Vice-President of Academic Affairs who forwarded it to the President's Cabinet. We were notified of its acceptance in January of 2006 with a few revisions. (See the Blake Library Mission Statement in Appendix B.)

NEASC - The NEASC accreditation visit occurred in November, 2006. Strengths included (1) Blake Library's access to electronics books and databases, (2) the swift interlibrary loan process, facilitated by the courier service, and (3) the quality library staff. Concerns included (1) deferred maintenance, (2) library staff's involvement in IT, and (3) information literacy and its integration into the curriculum. The report suggested that workloads for distance education and the web might be impacting the library. The fact of the matter is the library staff have always maintained an active role in instructional technology since it is so highly automated itself. Eventually, there will be a need for at least an administrative assistant in Web Services / course management and perhaps an additional professional librarian. (See Standard Seven in Appendix C.)

Policies - In FY2006 staff created, revised, or reformatted in the new campus policy template format several library policies. Staff presented the drafts to the library committee for approval, and put the policies on the library website. As of the end of FY2006, the library committee has not formally approved the drafts. Approval is expected in FY2007. The policies are found at <http://www.umfk.maine.edu/infoserv/library/about/policies/>. The web Policy is the newest policy created in FY2006 and can be found in Appendix D.

UM System Library Directors

The University of Maine System Library Directors' Council consists of the directors or deans of the 8 UMS campus libraries, the Maine State Library, the State Law and Legislative Reference Library, and the Bangor Public Library. The newly selected Executive Director of Maine Info Net became a member of the Council in April of FY2006. The Council works collaboratively to develop and maintain the shared library systems of URSUS, SOLAR, and Minerva.

Bond Money - In addition to the LibQual project mentioned above, other library bond monies were allocated to different projects. Each library was asked to provide a list of equipment they might need. Blake Library received a Minolta PS5000 book scanner (\$9,300). We also received \$700 toward the purchase of a new laptop computer for the Associate Director of the Library and Distance Education.

LibQual Accountability Project - The LibQual project is a survey which will provide assessment function data about Strategic Direction #4 and other library goals. This is a one time activity to establish benchmarks. This survey will be conducted by all URSUS libraries and the Portland Public Library if they choose to join URSUS as is being discussed in FY2006. The survey is being funded through a library bond (\$43,000), and each campus will begin implementation in August 2006 for a roll-out of the survey in the spring of 2007. (See Appendix A)

Maine Info Net - In April, 2006, participants in Maine Info Net renamed its statewide catalog MaineCat. This statewide catalog combines and links more than 100 library collections contained in 10 large online library systems. A single search scans more than 3,400,000 unique titles and nearly 7.6 million items. The system is designed to grow to serve 300 or more library collections.* Participants include URSUS, the UMS library catalog; Bates College, George and Helen Ladd Library; Bowdoin Library; Colby College Libraries; Maine Maritime Academy, Castine Nutting Library, Maine College of Art, Portland, Joanne Waxman Library; Portland Public Library; University of New England, Biddeford and Portland, UNE Library; Minerva (65

participating libraries); and SOLAR (30 participating libraries). Additional information and statistics can be found in Book 3, Circulation and ILL.
*<http://www.maine.gov/infonet/mainecat/index.htm>

Salaried Employees Classification & Compensation Program (SECCP) - The SECCP went into effect in FY2006. The program developed job families, salary bands, and PDQ ratings for all salaried employees. The Library Directors Council discussed the Library Job Family and determined there might be need to analyze the results. Unrepresented directors met with the Compensation Specialist at the system office to discuss the issues. The chair of the Library Directors' Council compiled a number of questions suggested by the directors. He states the overall concern as "there seem to be inconsistencies in ratings and 'valuing' of library work for common or significantly similar library positions on the same campus and among campuses." At the April 2006 meeting, the chair reviewed the process that led to rating professional employees. He also discussed options for advancing changes. One suggestion is that there be developed new UMS wide library career ladders, such as Fogler at UM uses, which would tie increases in salary to advanced responsibilities. The Council also feels that librarians' jobs have changed radically over the last 10 years, including much more information technology than before and that there should be some national effort to redefine the roles of librarians.

Strategic Direction 4 of the University of Maine System Strategic Plan - The major project for the Council in FY2006 was to respond to the Board of Trustees' call for strategic planning. SD#4 read "Enhance the library resources available to the University of Maine System and the state of Maine by supporting a high-quality, integrated System library consortium built on the foundation of a single well-supported doctoral/research library at the University of Maine, and individual resource libraries at each of the other universities. Continue to develop a statewide digital library to support all citizens of Maine." The Council developed goals that would achieve the aims of the strategic direction. The final report is found in Appendix E.

Paradis Project

In FY2006, library staff completed the digitization of approximately 200 audio cassette tapes collected by students in Professor Paradis' Oral History courses in the 1970's and early 1980's. The digital interviews were burned to an archival CD after which the data was marked in 5 minute segments and burned to an access CD. The segmented file should make it easier for the patron to find particular sections. The CD's were classified using the Library of Congress classification system and catalogued using the Acadian Archives descriptions of the original audio tapes to facilitate the original cataloging

needed to accomplish the task of adding the 221 access CD's to the Special Collections section of Blake Library. The archival CD's were labeled and stored. Library staff involved in this project were Sharon Johnson, Director, Sofia Birden, Reference, Leslie Kelly, Assistant Director, Anne Chamberland, Cataloging, Neal Jandreau, Web Services, Melissa Jandreau, Reference Workstudy Student, and one Aspire Volunteer. Archives staff contributed their time in retrieving the cassette tapes from their archival collections room. See Book 5, Cataloging and Acquisitions.

Budget

In FY2005 the base budget at the beginning of the year was \$264,348; however the ending current budget was \$247,712. Because of the new PeopleSoft financials and the new GL Inquiry, it is difficult to say how this deduction came about. Actual expenditures for FY2005 appear to have been \$246,460. At this writing (May 2006) the FY2006 fiscal year is still incomplete; thus we will compare the beginning base budgets of both FY2005 and FY2006.

The base budget for FY2006 is \$267,247, which represents an 11% increase over the original base budget in FY2005. This increase anticipated that the SECCP would be implemented and that there might be additional professional salary costs. Salaries and wages with benefits represented 69% of the base budget just as they did in FY2005.

In FY2005 the serial subscriptions base budget was \$32,214, while the expenditures for that line item was \$43,353. In FY2006 the serial subscriptions base budget was \$50,000 and appears adequate to cover the year's subscription costs.

In FY2005 the library base budget represented 3.1% of the total campus E&G budget, down from 3.3% in FY2004. In FY2006 it was 3.0%. See Appendix F.

Services and the Collection

The Dr. Richard Dinsmore Collection - Through a bequest at the death of UMFK's history professor Richard Dinsmore, the library acquired, cataloged, and shelved 610 titles in history, social science, and philosophy. One extra range of shelving was required, weeding was conducted (See Appendix G), and the downstairs collection was shifted to accommodate the additional titles. Future processing will deal with a large collection of slides which the library also received. See Book 5.

Information Services Survey - In spring of 2004 information services staff created and distributed a survey to query students, staff, and faculty about library and other information services. In addition selected faculty

administered the survey in the classroom. Although the survey and results were gathered prior to FY2006, the FY2006 annual report is the first time results have been reported. There were 300 responses received: 15 faculty, 16 staff, and 269 students. Of the 82% percent who responded that they did receive an orientation or demonstration of library resources, 44% strongly agreed they had an adequate understanding or skill in using licensed databases. Another 42% agreed, while only 2% disagreed or strongly disagreed. When questioned about use of library facilities, 22% responded that they used the library daily or almost daily. On weekends, the percent of respondents using the library rose to 28%. The survey and results are found in Appendix H.

MELMAC Foundation Grant - In 2004 UMFK was awarded a \$6,000 planning grant from the MELMAC Foundation. The grant was used to conduct a self-study regarding student success and student retention. In FY2006 the Foundation awarded a \$231,000 five-year Support Early Success in College grant. The grant establishes a Learning Outcomes and Assessment Research Library in the amount of \$24,500 to be spent over the five-year period. Blake Library plans a special section devoted to this research library. The estimated start-up amount is \$9,500 spendable in FY2007.

Nursing Videos - The Nursing Division requested that the library staff catalog and house nursing videos. The division, due to increased enrollment, felt that access time in the Nursing Resource Center in Nadeau Hall was insufficient. Library staff cataloged and placed on reserve 289 items. Space in the circulation/reserve area was highly impacted. In addition, space for two video/VHS monitors had to be found and additional DVD players had to be purchased. For more information see Books 3 and 5.

Weeding - Periodic weeding of the library collection can strengthen the collection and often increases circulation of the collection. The number of items discarded was 1,582, of which 69% came from the H's, which are the Social Sciences classification numbers. Staff plans to continue weeding in the G's, Q's, and R's. See Appendix I for a description of the weeding criteria and process. See Book 5 for additional information discarded materials.

Facility

Climate - The library is not air conditioned, and in summer staff experiences light and heat exposure. Curtains were purchased and installed on the west end of the 1988 edition to minimize light glare and heat. Facilities staff plan to air condition the computer classroom and lab using the air conditioner in the old Archives collections room in Blake Library. This project should be concluded in FY2007 after the Archives collections move to the new premises. Also, after airconditioning the library server room, the window airconditioner will be installed in the library staff room.

Fire Alarm System - To provide better safety and security, the fire alarm systems of the new Acadian Archives connector building, Powell Hall, and Blake Library were connected. A Knox Box was installed in the corridor between Powell Hall and Blake Library for use by fire departments in determining the location of the problem. _____

Library Clock on the Quad - In FY2005, the Student Senate investigated what it would cost to install the clock that had originally been planned for the 1988 addition to Blake Library. In the spring of FY2006, again the Student Senate expressed interest in helping to purchase the clock. This time the Senate donated \$3,500 to the clock fund, and a clock was ordered. We expect the clock to be in place in mid-September or early October.

Security - Due to large numbers of items being stolen or “misplaced”, a new security system was investigated. Staff began looking at two types of technology. One is 3M Tattle Tape, which is a system for security only. The other type is RFID technology, which combines security and circulation/inventory management. The investigation will continue in FY2007.

Variety of Other Concerns - There are still a number of updates we need in the library. During the spring months when melting occurs and during heavy rainfalls, the library often leaks. Though we would like the leaking to be fixed, we would, in the meantime, like to have the ceiling tiles of old leaks replaced. Another update is the lighting in the 1988 addition. The old lights hang down from when they were between the ranges. Now we would like the lights raised to make the space more open. Long term problems, and ones mentioned during the NEASC visit, are 1) there is still no access to the upstairs of the old section (we need an elevator), 2) asbestos removal is still needed, and 3) though we understand the difficulty, an air control system in the large part of the library would be useful. Most libraries have an air control system to help preserve the collections. A list of minor maintenance tasks was submitted to physical plant in FY2005. Of the sixteen tasks listed in the annual report for that year, 14 were completed. One of the remaining two items was cancelled (no appropriate mirror for circulation was available), and the last task, dealing with the alarm box, is still pending; the alarm box is still located too far from staff and is accessible to everyone. Thus anyone can disable an alarm.

Staff

Circulation - Stephanie Bresett, Library Assistant II, resigned to take a position in a public school library, her preferred type of library. Debra Durkin was hired as Library Assistant I starting September 12, 2005. Interlibrary Loan was combined with Circulation and removed from Serials.

Serials - Georgine Richards, Library Assistant II, was placed on long term disability in September, 2005. Asita Albert was hired as Library Assistant I starting October 17, 2005. At the same time the serials position became a full time fiscal year appointment. See Book 4, Serials.

Distance Education - In April 2006, Leslie Kelly, the Assistant Library Director and WebMaster, was promoted to Associate Director of Library and Distance Education. Under this title, she continues to report to the Dean of Information Services for library and web services issues; however for Distance Education, she will report to the Vice-President of Academic Affairs.

Salaried Employees Classification & Compensation Program (SECCP) - Blake Library professional librarians participated in the SECCP by completing a Position Description Questionnaire (PDQ). The program went into effect in FY2006. The program developed job families, salary bands, and PDQ ratings for all salaried employees, and both librarians received increases in salary.

Site specific job descriptions - Staff developed site specific classified job descriptions for Library Assistant I and II in Serials, Circulation, and Cataloging/Acquisitions. The descriptions serve to better define duties in each area. See Appendix J.

Volunteers Staff - ASPIRE : Blake Library, working with other university staff and the Department of Human Services, often provide jobs for Aspire Volunteers. One volunteer worked in the summer of 2005, helping with the previously mentioned Paradis project.

Space

Compact Shelving - Wayne Sharkey of Systematics visited Blake Library in FY2006 to measure for a compact shelving plan. The plan and pricing is found in Appendix K. Mr. Sharkey is also keeping our plan on file in case a suitable system becomes available for donation.

Library Tables in Powell - To provide more group space, the library placed 2 large tables in the vending room between Powell and the IT portion of the Archives building. Runners were installed on the walls to accommodate posters. Awareness of the space is still low. We hope to advertise it more diligently this coming year.

Quiet Spaces - In the attempt to create more quiet space, staff began using a room that Web Services uses to tape distance education faculty lectures. Library patrons can reserve the room or walk in and check the key out. Additionally, signs were hung on walls and stairwells designating quiet spaces. Some places were left non-quiet for group work.



Table 2.

SERVICES

	2004-2005	2005-2006	% Increase	
REFERENCE & INSTRUCTION				
Directional Reference Transactions	63	39	-38.10%	
Informational Reference Transactions	979	548	-44.02%	
Bibliographic Sessions and Tours	46	47	2.17%	
Computer Assistance	239	119	-50.21%	
CIRCULATION				
Total Circulation Transactions	22861	24600	7.61%	
Circulation (checkouts only)	9742	10629	9.10%	
Circulating general collection (checkouts)	3838	3136	-18.29%	
Reserve Circulation (checkouts)	1295	2501	93.13%	
Reference/Special Collection Circ. (checkouts)	25	15	-40.00%	
Maine Government Documents (Checkouts)	60	29	-51.67%	
Inhouse Circulation (Barcoded materials)	4146	2558	-38.30%	
Checkout Statistics:				
Student Circulation	6067	6826	12.51%	
Faculty & Staff Circulation	1299	1050	-19.17%	
Guest Patron (Courtesy) Circulation	1263	1514	19.87%	
Community Borrowers	1107	1330		
Public School Borrowers	141	163		
Special	15	21		
Other System Borrowers (Requestor)	112	120	7.14%	
INTERLIBRARY LOAN				
Books borrowed from other libraries:				
Number of books borrowed	25	19	-24.00%	
Number of periodical articles borrowed	276	128	-53.62%	
Total borrowed	301	147	-51.16%	
Books loaned to other libraries:				
Number of books loaned	65	79	21.54%	
Number of periodical articles loaned	21	33	57.14%	
Total loaned	86	112	30.23%	
MAINE INFO NET/INNREACH				
Number of books borrowed	162	161	-0.62%	
Number of books loaned	240	232	-3.33%	
REQUESTOR FUNCTION				
Number of books borrowed	1993	1686	-15.40%	
Number of books loaned	852	884	3.76%	
ATTENDANCE				
Total by gate count	Feb-Apr	21074	17037	-19.16%

Table 3.**THE COLLECTION**

CURRENT HOLDINGS	2004-2005	2005-2006
Books	68137	68462
Electronic Book	7400	7401
Current Periodical Subscriptions (Print)	319	325
Current Electronic Periodical Subscriptions	16374	17800
Microfilm Subscriptions	1	1
Microfilm Reels	6294	6322
Videocassettes	1194	1474
Videodiscs	5	5
Digital Video Disc	177	281
Audio cassettes	276	276
Compact Discs	426	871
Maps	877	877
Phonograph records	3534	3534
Aerial photos	309	309
CD-ROMs	159	185
Maine government documents	6547	6198
French language materials	2005	2131
Fiche	112	112

ANNUAL GROWTH: 2005-2006

Books (volumes) cataloged (includes backlog and gi	1903
Books added by purchase	578
Books added by gift	1325
Books discarded	1578
New periodical subscriptions (purchase)	9
New periodical subscriptions (gift)	4
Cancelled periodical subscriptions (purchase)	5
Cancelled periodical subscriptions (gift)	2
New microfilm subscriptions	0
New microfilm reels added	28
Cancelled microfilm subscriptions	0
Videocassettes added	284
Videocassettes discarded	4
Videodiscs added	0
Digital Video Disc	104
Audio cassettes added	0
Compact discs added	445
Maps added	0
Phonograph records added	0
Phonograph records discarded	0
Aerial photos added	0
CD-ROMs added	26
CD-ROMs discarded	0
Maine document volumes (cataloged) added	281
Maine document volumes (cataloged) discarded	630
French language materials added	126
Fiche	0
Kits/Regalia/Manipulatives	0

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	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	-3239
2003-04	66896	946
2004-05	68137	1241
2005-06	68462	325

New Furniture/Equipment

Acquisitions Desk - A new desk was built for the Acquisitions/Cataloging area. Some parts were left over from other installations, and some parts were ordered and purchased. The punchlist and addons prepared by Creative Office Pavilion amounted to \$1,208.88. The area is now more ergonomically appropriate.

CD cleaner - A machine was purchased to help maintain the growing DVD and audio CD collections. It cleans smudges from the materials and helps prevent skipping, scratches, and data loss. In addition, we offer the service to patrons for a \$1 per disk (\$515.00).

DVD Players - The Nursing Division purchased two DVD players to help the library serve the nursing students who needed to view the nursing videos acquired in FY2006.

Laminator - Lamination is a necessary staple in the library, and the one owned at the beginning of the year failed. A replacement was purchased (\$244.44).

Microfilm machine - The library entered into a lease with Leaf Financial Corporation to acquire a Minolta MMS6000 microfilm reader/scanner/printer. The old microfilm reader/printer failed, and an official dealer/repair service for the Canon could not be found to repair it. The new microfilm machine is able to digitize as well as read and print. Hopefully, it can be used for digitization projects, perhaps even the St. John Valley Times (5 year lease @ \$292.54/month).

Pcounter Station - IT purchased a coin-op vending machine and supplied the computer to which it's attached. This station allows students to place money in their print accounts without staff intervention. Installation of this equipment greatly reduced the time staff had to spend taking money and entering it into the computer account for the students. Initially the system had a lot of problems, but for the most part the station works well. However the pcounter program will still periodically drop its connection requiring staff to login and connect the system again. Along with it library staff purchased a raised table/workstation so people could stand comfortably instead of sit (\$145.50)

Printers, Color Printers/Copiers - Blake Library provides color printing in the library but did not have the ability to provide color copying. In early FY2006 Shirlee Connors Carlson, a community library patron, donated a Hewlett Packard inkjet color copier to the library which we made available to students and other library patrons. It became apparent that the color printing and copying capabilities in the library were insufficient. The library entered into a five year lease agreement with Xerox for a Work Center Pro C3545 color capable machine, which prints, copies, faxes, and scans to PDF and GIF files which can be e-mailed or faxed (5 year lease @ \$378.46/month plus .0084 per black print

and .089 for color prints). Finally, the reference printer was not as robust as it needed to be. Leveques brought in a replacement which has worked exceptionally well (3 year lease @ \$93.98/month).

Scanners - Blake Library received two scanners in FY2006. First, staff purchased a HP Scanjet 8200 scanner for special projects in digitizing print and slide materials. HSLIC reimbursed the cost as part of the health libraries consortial organization. Through the library bond mentioned previously a Minolta PS5000 book scanner was acquired for Interlibrary Loan and Electronic Reserves.

Shredder - A year had passed since the shredder in the library broke. A new shredder was purchased in FY2006. The library has many sensitive documents that need to be shredded (\$152.64).

Typewriter - Equipment in the library includes an old Xerox that though it works fine for the occasional patron, it became a problem for staff to use when making individual labels and patron library cards. To fill the staff need the staff purchased an inexpensive Smith Corona electric typewriter to have on hand (\$91.63).

Video Cabinet - To accommodate some of the older nursing videos and Blake Library's own growing VHS video collection, the library purchased two audio storage cabinets at a cost of \$543.64 each. Although the library purchases mostly DVD videos now, there have been enough VHS donations from patrons across this last year to warrant the cabinets.

Library and Academic Computing Interactions

Computer and Technology Support - Library staff continues to provide support by creating accounts, particularly for public patrons, troubleshooting the Pcounter Station, and answering technical questions. They also help patrons with scanning, color printing, laminating, etc.

Polycom and Powell Hall - A mobile Polycom unit was moved from Cyr Hall to Powell Hall in FY2006. At least one course was delivered to one student in Powell. Library staff was asked to provide support since the course was delivered during library hours but after the campus video conferencing personnel had left for the day.

UNET VISIT - Ralph Caruso, UMS Chief Information Officer, and John Grover, Associate Directors of Systems and Operations, visited the UMFK campus to talk about technology needs and current practices. Library staff met with the IT group discussing the issues.

PERSONNEL AND PROFESSIONAL STAFF DEVELOPMENT

Library Staff

In addition to Sharon Johnson, Dean of Information Services, the staff includes 2 Librarians, 1 Library Assistant II, 2 Library Assistant I's, 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)
Anne Chamberland, Library Assistant II
Deborah Durkin, Library Assistant I
Asita Albert, Library Assistant I
Nicki Ouellette, Administrative Assistant I

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
Faculty/Staff Development, September 2, 2005
Faculty/Staff Roundtable, April 10, 2006

Leslie Kelly, Assistant Director of the Library

PeopleSoft Financials, May 27, 2005
"Show me the \$\$: Planning Community Outreach Projects, June 10, 2005
Docutek E-Reserves, July 21, 2005
Faculty/Staff Development, September 2, 2005
Campus Development Day, January 2006
Campus Computer Use and Abuse, March 30, 2006

Sofia Birden, Electronic and Information Resources Librarian

Getting Organized workshop, Orono August 2005
Faculty/Staff Development, September 2, 2005
Phone conference - "Succeeding as a New Supervisor:...", Dec. 2005
Campus Development Day, January, 2006
Microsoft Outlook Workshop, April 2006

Anne Chamberland, Library Assistant II

UMFK PeopleSoft Financials Implementation & Training, May 16-18, 2005

UMFK Financial Training GL Inquiry, June 17, 2005

Basic and Advanced Microsoft Excel workshop, June 27, 2005

Basic Microsoft Access workshop, June 28, 2005

Faculty/Staff Development, September 2, 2005

Information Literacy/ Digital Bootcamp, September 22, 2005

Workshop on Mariner databases with Susan Lowe ITV, September 22, 2005

Campus Development Day - Distance Education, January 13, 2006

Cash Management Training: with Ralph Whedon, January 24, 2006

Microsoft Outlook workshop with Arthur Drolet, March 7, 2006

Deborah Durkin, Library Assistant I

Phone conference - "Succeeding as a New Supervisor: ...", December 2005

Cash Management Training, January 24, 2006

Asita Albert, Library Assistant I

Cash Management Training, January 24, 2006

Nicki Ouellette, Administrative Assistant I

Peoplesoft Financials Training

Microsoft Outlook Classified Workshop

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

College Council

Library Committee, Chair

Library Directors Council, UM System

IT Directors' Council

NEASC Accreditation Steering Committee (Chair, Standard 11)

UMS Strategic Direction #4

VPAA Search 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
Library Committee, Secretary
NEASC - Standard 7 Committee
Search Committee (Library Assistant for Circulation, Library Assistant for
Serials, Faculty Computer Science)
Web Committee, Chair

Sofia Birden, Electronic and Information Resources Librarian
Academic Integrity
Circulation Heads Committee (System Wide)
Database Committee, (System Wide)
Distance Education
Diversity Committee
Electronic Reference Committee, (System wide)
HSLIC
Interlibrary Loan, (System wide)
Library Committee
NEASC - Standard 7 Committee
Search Committees (Circulation and Serials)
Web Advisory Committee

Anne Chamberland, Library Assistant II
Classified Staff Committee
Search Committee (Circulation and Asst. Director of Residential Life)

Nicki Ouellette, Administrative Assistant
Academic Computing Advisory Committee, secretary
Classified Staff Development Fund Committee
Tobacco Use on Campus Committee
Special Education Faculty Search Committee
NEASC Standard 7

Workshops Conducted/Classes Taught

Sharon M. Johnson

Academic Computing Orientation, September 6-7, 2005, and
January 16, 2006

Leslie Kelly

Web page development for NUR425 Adult Health III, Fall 2005
Trends in Technology , January, 2006

Sofia Birden

Library orientations – Fall 2005 and Spring 2006

Nicki Ouellette

Academic Computing Orientation Workshops, September 6-7,
January 16, 2006

Community Service

Activities:

Canon Microprinter 90 microfilm reader/printer with a coin box to the Rumford Public Library - The old Canon microfilm reader that was replaced by a new Minolta was delivered to the Director of the Rumford Public Library. Blake Library staff wish to thank Leslie Kelly's father and mother-in law for driving the equipment to a location near Waterville.

High School Job Shadow - Library staff agreed to allow high school students shadow them while they worked so that those students could have an idea what certain jobs entail.

High School Senior Exhibition Workshop - Seniors came to campus to learn about capstone projects. Library staff presented research resources available to do their project.

Nursing Discovery Camp - NMMC and UMFK to attract high school seniors to the nursing profession. Leslie Kelly took groups to Fish River.

Proctors - The professional librarians agreed to proctor exams for a number of patrons. Schools involved included Brigham Young University, Rocky Mountain University, and others. Verification of credentials was required.

Sanda University in China - Students at UMPI organized a book collection drive to send books to a 13 year old Chinese university. The appeal from Sanda which came through e-mail from the UMPI Library Director stated the school "could use anything in Management, Economic theory, English Literature, and Art Books. Any of the computer books that are not needed would also be welcome." Staff at Blake had recently weeded the computer section of outdated materials. These were sent to the UMPI library who helped organize shipment to China.

School library in Mississippi - After Hurricane Katrina, Blake Library received through the MELIBS listserv an appeal for supplies from Charles B. Murphy Elementary School. Staff sent all book pockets still on hand which our library no longer uses.

Organizations:

Greater Fort Kent Ecumenical Food Pantry Coordinator - Leslie Kelly

SAD 27 School Board Director - Sharon Johnson

FUTURE PLANS

Clio - Manage Clio data appropriately to provide the ability to use the program generated statistics.

Electronic Reserves - Increase the number of faculty who use electronic reserves.

Exhibit Room - Remodel the exhibit room to provide a better appointed gallery space.

Information Literacy - Evaluate the process by which bibliographic instruction is administered to see how effective the sessions are with regard to Information Literacy across the curriculum.

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

Library Web Site - Revamp the site to include access to URSUS, I&D, patron record, etc. from the front page but in a different format.

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

Reference Work Area - Once Archives collections is removed from the future library staff room (hopefully by 10/2006) office work from the reference desk space will go to this area.

Security System - The staff will continue to investigate the funding for a security system.

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

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.

Tutorials - Add voice and interactive features.

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

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.

Compact Shelving - Install compact shelving to alleviate space issues.