

General Report

Book One



University of Maine at Fort Kent

Annual Report – FY 2014

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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 twenty-one computers for public, 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

Acadian Archives

- Library staff worked with Acadian Archives staff over the year in preparation for the upcoming World Acadian Congress (August, 2014).

Staffing

- Due to changes in the IT departments across the University of Maine System, the Director of Information Services no longer oversees IT.

Focus on Faculty

- A Focus on Faculty was not presented in Fall 2013
- Spring 2014, Geraldine Becker presented "A Transformative Experience: Self Reflections, Collaborative Inquiry, and Arts-Based Research."
- Library staff responsibility is to:
 - Organize event
 - Locate and reserve space (the first two presentation were in the Bengal's Lair for a more informal atmosphere, but Aramark started serving food during the afternoon hours, so moved the venue for the third presentation to Nadeau Telecommunications Room. Will probably keep it so)
 - Provide any necessary equipment
 - Help instructors create visual pieces if necessary
- The instructor's division provides for food, if instructor wants it.
- 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.

Information Literacy

- More questions were added to the Information Literacy Assessment to have a total of 37.
- Some questions were edited.
- We administered the assessment prior to freshmen bibliographic instruction sessions (fall 2013) and tried again to approach all graduating seniors (not including associate degree level students) through Blackboard.
- A question regarding Majors was added to the senior assessment.
- Out of 166 graduating seniors, 48 did the assessment. That's a 29% participation rate
- Whereas out of 181 freshmen, 99 did the assessment. That's a 55% participation rate
- Freshmen had higher motivation than did seniors (i-quest, i-learn, etc., extra credit, FYE instructors requiring them to do the assessment)
- There is some discussion on including the information literacy module in the NSSE, and using the current assessment for instructional and program improvements only. The current assessment does not gather the necessary data we need to compare UMFK students to students of other institutions.

John Martin Collection

- Cataloging staff continues to work with the John Martin Collection. We purchased and installed the first set of archival shelving to allow staff room to begin the cataloging process.

SYSTEM CONSIDERATIONS

Resources and Tools

- Summon:
 - Each participating campus now has its own instance of Summon rather than sharing (five campuses were sharing one instance). Having our own instance solves many of the problems previously mentioned.
 - System purchased Summon for one year in order to give us time to further assess it's functionality, need, and if there are other tools that work better.
- ILS (Integrated Library System)
 - Through much discussion and negotiation, the system decided to move to the Sierra platform (still Triple III).
 - Move date is scheduled for July 2014.

ACTIVITIES AND CHANGES

Budget

- In FY2014, the library Year to Date spent was \$297,088 while in FY2013 it was \$284,513. This is a 4% difference.
- Personnel costs represented \$240,957 in FY2014 and in FY2012 \$224,267 FY2013. This is a 7% difference.
- Serial subscriptions: FY2014 – \$32,887, FY2013 - \$30,400; a 8% difference.
- Library budget represented 2.3% of campus budget.

- See appendix “Budget” for budget breakdown

Collection

- Library staff purchased the initial shelving to get started with cataloging the John Martin Collection.
- This past year Summon, the Proquest discovery service to help access system/library collections, was broken up into instances for each campus. Previously, five campuses shared one instance, which was essentially unusable. This next year, UMS library staff will review Summon and other discovery services to consider keeping our current service or change to another.

Facility

- Purchased two book carts and discarded one. Received an extra book cart due to one arriving damaged.
- Purchased initial shelving for the John Martin Collection.
- Student Senate purchased, at our request, lockers for students to use in the library. We also have some donated lockers, which were donated after the purchase of the first set.
- Furniture still needs to be updated.
 - i. Still need to replace some wooden chairs.
 - ii. Need to consider comfortable chairs with trays for laptops
 - iii. Still need to consider tables and carrels.
- Electrical outlets need to be placed in accessible locations for students.

Services

- We currently have a number of updated laptops from IT that students can check out if their personal laptop needs repair. These laptops are heavily used.
- Admissions invited the library and IT staff to share a table at the Admissions Open House. The open house was in the Bengal’s Lair.
- ARES: we no longer use ARES. Circulation staff learned and used ARES, and after a year of use, recommended we don’t continue. Instead, circulation staff works with DE staff to manage reserves through Blackboard.
- We have added scanning services to the circulation department to make up for low reserves use.
- Millennium will be upgraded to Sierra in July.
- URSUS stands for: University Resources Serving Users State-wide

Staff

- Information Services Director no longer oversees IT. Departments overseen by IS Director are: Library, Media Services, Distance Education, and Acadian Archives.

STAFF

The staff includes 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)
Asita Albert, Library Specialist CL2
Debra Durkin, Library Specialist CL 2
Brenda Pelletier, Library Specialist CL 1
Nicki Ouellette, IT Specialist

STAFF COMMITMENTS TO COMMITTEES

Leslie Kelly

BBCore, UM System
Cabinet
Distance Education Committee
Emergency Management
Enrollment Management Policy Advisory Committee - EMPAC
Foundations of Excellence - Transfer
Institutional Effectiveness
Library Directors, UM System
Learning Systems Committee
NEASC
Quality Undergraduate Enrollment (QUE)
State Authorization Committee
Strategic Planning
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

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
Search Committee Chair: Assistant Professor of Biology and Env. Studies
NEASC Committee (Chair): Standard 11

Debra Durkin

System Circulation Group
Hourly Staff Development Fund Committee
NEASC Committee: Standard 7, substandards 7.9-10
UMS circulation manual committee

Asita Albert

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

Brenda Pelletier

Hourly Staff Development Fund Committee (Alternate)

FUTURE PLANS

AUO's (Administrative Unit Outcomes)

- This year library staff created Administrative Unit Outcomes for the library.

See appendix A for the first draft.

Short Term Goals

- Special Collections – Library staff will begin digitizing targeted materials. Project is expected to continue into FY2015.
- NCLEX via streaming – The Judith Miller NCLEX DVD's did not become available to us in FY2014. Library staff will continue to obtain licensing rights to provide broader access to this highly used resource.
- Updating library piece moved to short term goals:
 - Pole in open area by main entrance (by circ) (in progress FY2014)

Long Term Goals

- Security System - Currently the library does not have a system in place.

- John Martin Collection – cataloging (ongoing – 2014 and will continue in FY2015).
- Updating Library –
 - Put down eco-friendly flooring/covering for more color and quiet
 - Paint walls, remove peeling wall paper (in progress – FY2014)
 - Replace ceiling tiles that are discolored (in progress - FY2014)
 - Add electrical outlets to strategic areas within the library
 - Right of server door
 - Left of individual study room upstairs
 - By carrels under windows left of processing room upstairs
 - Update and add to furniture needs:
 - Chairs
 - Book carts (received 3 – FY2014)
 - Lockers (for student use) (completed – FY2014)