

General Report

Book One



University of Maine at Fort Kent

Annual Report – FY 2016

Table of Contents

INTRODUCTION	5
MAJOR EVENTS AND SIGNIFICANT ACHIEVMENTS	5
Focus on Faculty	5
Information Literacy	5
SYSTEM CONSIDERATIONS	6
Resources and Tools	6
ACTIVITIES AND CHANGES.....	6
Budget	6
Collection.....	7
Facility.....	7
Staff	7
STAFF	8
STAFF COMMITMENTS TO COMMITTEES.....	8
FUTURE PLANS.....	9
Short Term Goals Completed FY2016:	9
Short Term Goals:.....	9
Long Term Goals Completed FY2016:	10
Long Term Goals	10

Appendices:

- A. Budget
- B. Collections
- C. Services

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; and to interlibrary loan services that help you get those materials we don't have available here. The library has a developed web page offering one stop searching through our discovery service, online access to a variety of forms, subject guides, tutorials and much more. The library's reference services provide one on one help as well as online chat and email services. The library makes available desktop computers and a number of laptops. Staff provides instruction on the use of the computer and on most software running on the network. Individuals are able to have network accounts created and can place money on those accounts at the library for printing. The library staff also trouble shoots printers, programs, and network problems.

MAJOR EVENTS AND SIGNIFICANT ACHIEVEMENTS

Focus on Faculty

- The idea is to provide a forum for students and staff to get to know the faculty better and know what the faculty are producing.
 - Previously we asked faculty to present to an audience on a paper or other medium that had been published. Now we are asking faculty to allow us to video tape their presentation.
 - This year we created two short videos of a faculty member, Anthony Gauvin, rather than have in-person sessions.
 - Library staff placed the videos on the Focus on Faculty website along with other information about the professor and his achievements. See <https://www.umfk.edu/library/faculty/scholarship/>
 - The ability to manage this solely through a web based medium allows us to do more than one faculty a semester, and allows us to create content as faculty produce it. This means there could be two or three faculty up in a given semester if the opportunity is there and time allows.
 - This year, we were able to get one set of videos up in the spring as this was a new endeavor, and library staff was still working out the details.
- For information on what the original process of the Focus on Faculty program was, see [Annual Report FY2014](#).

Information Literacy

- Library staff did not administer our homegrown information literacy assessment since the tool does not address comparisons to other students at other academic institutions, and to the fact that it is not feasible to compare freshmen to freshmen or freshmen to seniors, unless the seniors are the same group who took the assessment as freshmen.

- In fall 2015, a research class of Juniors took the homegrown assessment at the request of the instructor. These would have been freshmen during the last freshmen assessment given. However, only eleven students took the assessment and only one student of those eleven actually took the assessment as a freshman. This tells us that even if we were to assess the freshmen as juniors, we may not have a good comparison.
- In the later part of fall 2015, library staff administered one of four beta information literacy assessments created by TATIL, the same company who created the Project SAILS assessment. This assessment was free, and we administered it in the FYE classes. We are expecting to see the results sometime this summer or in fall 2016.
- We are waiting to purchase information literacy testing from TATIL in hopes to have a more robust test than the original Project SAILS assessment. This may not happen until FY2017.
- The NSSE was not administered this past year. UMFK staff is waiting to see if the NSSE will be administered as a system wide tool.
- Reference staff worked with upper level faculty in order to come into their classes for information literacy refreshers for students.

SYSTEM CONSIDERATIONS

Resources and Tools

- Discovery:
 - In FY2016, system library staff, primarily reference librarians, continued to investigate Discovery tools, however, they were instructed to go through procurement and create an RFP.
 - Reference staff and Procurement completed the RFP and awarded the contract to ProQuest in December. The new contract will begin on July 1, 2016. You can find additional information in Book 2, and statistical information in Book 3, appendix L.
- Floating Collections:
 - In Jan. Blake Library and the three USM libraries started a trial run of the floating library collection. Troubleshooting is occurring during this trial time to help transition all campuses into the floating collection.
- Maine Shared Collection
 - In FY2016 we made the decision to join the Maine Shared Collection. This project includes analyzing library collections and determining what titles will be retained in order to preserve a healthy collection that better serves the Maine communities.
 - This past year we signed the agreement and designated 439 titles as MSCC. Many of these titles are in the Acadian Archives.
 - Information available at: <http://www.maineinonet.org/mscs/>

ACTIVITIES AND CHANGES

Budget

- In FY2016 as of July 20, the library Year to Date spent was \$274,544.15 while in FY2015 it was \$288,224.07. This is a -5% difference. The difference is solely in employee salaries and benefits.
- The overall base budget not including salaries and benefits was \$56,450 and we spent \$57,554.23. This is an overage of \$1,104.23. The overage is due to a combination of purchases such as much needed furniture and the ability to stream the well-used NCLEX DVD series.
- Serial subscriptions: FY2016 – \$35,910.75 and FY2015 - \$34,986.89; a 3% difference.
- Library budget represented (coming soon) of campus budget.

- See the budget breakdown in [appendix A](#).

Collection

- Our PDA program continues to show higher use by patrons than those traditionally picked by library staff. For statistical information, see Book 2, appendix B.
- NCLEX: Judith Miller RN Series
 - FY2016 will be the first year to stream the Judith Miller NCLEX series. The NCLEX series is a highly regarded and much in demand resource by nursing faculty and students.
 - The final agreement between us and the Judith Miller company was:
 - We had to provide the server
 - We had to purchase an additional DVD set
 - And, we had to make sure the series was available to only UMFK nursing students.
 - You can find statistical details in Book 3, appendix J
- More information can be found in [appendix B](#) and in [Book 2](#) under Collection Development.

Facility

- We moved the New York Times microfilm to another location in the library to make the space available for a 3D printer.
- Furniture:
 - We purchased a number of new chairs similar to the padded ones we currently have, though in a brown color.
 - We were unable to purchase tables this year, however, we hope to be able to purchase a divided table for individual study this next year.
 - We also specced out newer more interesting carrels to purchase once funds are available.
- Electrical outlets were installed in many of the locations library staff requested. Electrical access is much better.

Services

- 3D Printer/printing
 - In Fall 2015, we installed the 3D printer for which the UMFK Foundation awarded a grant written by Media Services to purchase.
 - After much trial and error, testing, learning system and graphics programs, library staff made the 3D printer available to the general and UMFK communities In October, 2015. Printing costs are \$.20 per gram.
 - Library staff dedicated one computer to the 3D printer for people to use to create printable objects and/or convert their files to the printer format for printing.
 - FY2017 goal is to provide workshops to the community, both UMFK and the public at large, which staff will organize and UMFK students will teach.

Staff

- Asita Albert accepted the position of Head of Technical Services Librarian, which filled the position that Kathryn Donahue left the previous year.
- Leslie Kelly accepted the move to Associate Dean of Information Services and Distance Education, this title includes her role as Library Director.
- Brenda Pelletier moved from part time work in serials to full time work in serials and acquisitions.
- With these changes we are now less .5 a person in library services.

STAFF

The staff included 3 Librarians, 2 Library Specialist CL2's, 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.

Staff members are as follows:

Leslie Kelly, Director of Information Services (MLIS)
Sofia Birden, Associate Director of the Library (MSIS)
Asita Albert, Head of Technical Services (MLIS)
Debra Durkin, Library Specialist CL 2
Brenda Pelletier, Library Specialist CL 2

STAFF COMMITMENTS TO COMMITTEES

Leslie Kelly

- BBCore, System-wide
- Council for Institutional Effectiveness
- Educational Technology Advisory Council (ETAC), System-wide
- Emergency Management Team
- Executive Council
- Distance Learning Steering Committee (DLSC), System-wide
- GOAL (Guide to Online Achievements in Learning), System-wide
- IT Accessibility Committee (ITAC), System-wide
- NEASC Steering Committee, Co-Chair
- President's Cabinet
- Quality Undergraduate Education (QUE)
- Strategic Planning Steering Committee
- UMS State Authorization Committee, System-wide
- URSUS Directors, Chair, System-wide
- VPAS

Sofia Birden

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

Debra Durkin

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

Asita Albert

- NEASC Committee: Standard 7, substandards 7.1-8
- Diversity Committee
- Salaried Staff Development Fund Committee
- URSUS Cataloging Standards Committee
- URSUS Technology Task Force

Brenda Pelletier

- Wellness Committee
- Hourly Staff Development Committee

FUTURE PLANS

Short Term Goals Completed FY2016:

- NCLEX via streaming – Agreements between library staff and The Judith Miller company are in place for fall 2015 (no contract signed yet), a server has been purchased, and streaming of the DVD's are in process. All will be in place for fall 2015. **Completed and in place.**
- We plan to move New York Times to a different location to accommodate the 3D printer and work station if a Foundation Grant goes through for Media Services. **Completed.**
- Create Focus on Faculty videos for web site. **Completed.**
- Purchase Project SAILS information literacy assessment, or newer form. **Waiting for the newer version to be completed.**
- Complete the reassessment of the discovery tool, Summon® from ProQuest®, and evaluation of other similar discovery tools, to determine if Summon meets the library's needs or if another product would be better suited **Completed. Summon was selected.**

Short Term Goals:

- Develop a campus plan to fund electronic resources, which will ensure more quality and easily accessible content in support of academic programs. (Director of Information Services, Vice President for Administration, FY 2017)
- Work with division faculty to include upper-level information and technological literacy instruction within designated courses for each major (Associate Director of the Library and Program Coordinator of COS 103, FY 2015-2016) **There were four upper level classes attended by reference staff in FY2016. This goal will continue into FY2017.**
- Evaluate the information literacy assessment and information fluency artifacts in student e-portfolios to identify areas for improvement in instruction and create action plans to address deficiencies (Associate Director of the Library, FY 2017).

Long Term Goals Completed FY2016:

- Add electrical outlets to strategic areas within the library
 - Right of server door
 - Left of individual study room upstairs
- Added Chairs to replace rest of wooden chairs

Long Term Goals

- Updating Library (or rebuild) –
 - Remove asbestos tiles
 - Put down eco-friendly flooring/covering for more color and quiet
 - Paint walls, remove peeling wall paper
 - Replace ceiling tiles that are discolored (ongoing)
 - Electrical: Consider upstairs flat on floor under mat/carpet electrical options
 - Update and add to furniture needs:
 - Tables
 - Carrels
- John Martin Collection – still in processing stage.
- Include the NSSE module, “Experiences with Information Literacy,” into the next NSSE survey given on the UMFK campus (Vice President of Academic Affairs, Associate Director of IR, Director of Information Services, Associate Director of the Library, FY 2015) **We are currently waiting on a decision about implementing NSSE as a system wide tool.**

Ongoing Goals:

- Special Collections – Library staff will continue digitizing targeted materials. Project is considered a long term and ongoing project. This past year the digitization project focused on university newspapers. However, the project was interrupted to have the work study student who was working on digitizing the newspapers switch to indexing the Saint John Valley Times on microfilm (for internal use only and with permission from SJVT).