

General Report

Book One



University of Maine at Fort Kent

Annual Report – FY 2017

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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 databases covering a wide range of subject areas, many of which provide full text access to journal articles; to more than 500,000 electronic books; over 60,000 electronic journals; and to a discovery service which can search and retrieves records for all or most of these resources. In addition, patrons have access to interlibrary loan services that help them get those materials to which we don't have access. 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 provide instruction on the use of the computer and on most software running on the network. Library staff back-up the IT and Distance Education departments by helping student with accounts and troubleshooting IT and DE related issues.

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.
 - This year, Dave Hobbins was the staff focus and staff used a green screen to allow for different creative options.
 - For information on what the original process of the Focus on Faculty program was, see [Annual Report FY2014](#).
- **UMFK Master Plan**
 - This year the UMFK Master Plan was completed. After the planning team of Harriman and Rickes Associates talked to both library and archive staff, they targeted Blake Library as one of the buildings for renovating and upgrading its interior.
 - Some of the challenges noted in the report were: "acoustical issues," and "adding additional group study rooms."
 - Proposals include renovating the original wing (old gymnasium) of Blake Library within the next 2-4 years, which includes addressing "ADA and building inefficiency issues" and providing "upgrades throughout the building."

See [appendix E](#) for the Blake Library snapshot from the Master Plan.

ASSESSMENT

- The UMS Library Directors discussed assessment needs during their 2017 June retreat.
 - ITHAKA is an assessment tool, they are looking into though LibQual was one used in the past.
 - They are also looking into the possibility of using in-house resources to create assessment tools such as graduate students at UM or student capstone projects.
 - Would like to tie library assessment into retention goals at some point.

- Leslie Kelly (UMKF), Marianne Thibodeau (UMM), and Joyce Rumery (UM) will continue to work on assessment.
- The University of Maine System is creating a new list of peers associated with system/campus benchmarks

SYSTEM CONSIDERATIONS

- **Resources and Tools**
 - Discovery: Summon
 - As of July 1, 2017 we will have completed one year of the three year contract.
 - Additional statistical information in [Book 3, appendix I](#).

ACTIVITIES AND CHANGES

- **Budget**
 - This year we spent \$272,662.45 of an overall budget of \$274,198.00.
 - The overall base budget not including salaries and benefits was \$56,450 and last year we went over budget by about 2%. However, this year we managed to stay within budget and was under budget by about %16.
 - Serial subscriptions: In FY2016 we spent \$35,910.75 whereas this year we spent \$31,868.19; a 13% change. The difference is partially due to moving some items to another class.
 - Library budget represented (coming soon) of campus budget.
 - See the budget breakdown in [appendix A](#).
- **Collection**
 - Floating collections have been a part of our workload across the last two years.
 - Floating collections are books from other system libraries stay on our shelves and ours stay on theirs.
 - So far the workload has been nominal and the process seems to run smoothly.
 - The only difficulty is trying to get a statistical picture of the process and how it affects our library.
 - See [appendix D](#) for collections related data and [Book Three, appendix B](#) for circulation related data.
 - Our PDA program slowed down this year. We will continue to monitor its progress.
 - NCLEX: Judith Miller RN Series
 - The Judith Miller Company chose to stream the content themselves this year.
 - We were able to negotiate the same price as last year
 - You can find statistical details in [Book 3, appendix J](#)
 - See other Collection data in [appendix B](#)
- **Facility**
 - Library staff applied for a Foundation Grant to install an art piece by Michelle Richardson. If we get the grant, Michelle is donating her work and time to the installation, but will be reimbursed for materials.
 - Facilities installed a new digital thermostat in Special Collections.

STAFF

Staff includes 3 Librarians and 2 Library Specialist CL2's. Blake Library is allocated 14 work-study students from September until May, and up to 3 work-study students from June until September (approximately 2.5 FTE)

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
- Educational Technology Advisory Council (ETAC), System-wide
- Emergency Management Team
- Enrollment management Team
- Executive Council
- Distance Learning Steering Committee (DLSC), System-wide
- IT Accessibility Committee (ITAC), System-wide
- Master Plan Steering Committee
- UMS State Authorization Committee, System-wide
- URSUS Directors, System-wide
- VPAS/COT

Sofia Birden

- Business Faculty Search Committee (Chair)
- HSLIC (Online Services Chair – began in December 2015)
- UMS - Mariner Subjects group
- Student Conduct Committee
- UMS - Circulation Group (backup)
- UMS - Reference Group
- UMS - Tutorials Committee
- UMS - URSUS Interface Committee
- UMS - Shared Digital Collections Committee (once called the System Databases Committee)

Debra Durkin

- UMS - Circulation Group
- UMS circulation manual committee
- UMS extension service master gardener group

Asita Albert

- Diversity Committee
- Salaried Staff Development Fund Committee
- UMS - Cataloging Standards Committee
- UMS - Technology Task Force

Brenda Pelletier

- Wellness Committee
- Hourly Staff Development Committee (Secretary)

FUTURE PLANS

Short Term Goals Completed FY2017:

- 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) Reference staff attended four upper level classes in FY2016 and five in FY2017. Though the goal is completed, the process continues.

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)
- 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).
- Purchase Project SAILS information literacy assessment, or newer form. **Waiting for the newer version to be completed.**

Long Term Goals Completed FY2017:

- N/A

Long Term Goals

- Replace ceiling tiles that are discolored (ongoing) – a number of tiles were replaced in FY2017, however there are a number more that need to be replaced. In addition, due to water issues during spring time, discolored tiles come back.
- Updating Library (or rebuild) –
 - Remove asbestos tiles
 - Put down eco-friendly flooring/covering for more color and quiet
 - Paint walls, remove peeling wall paper
 - Electrical: Consider upstairs flat on floor under mat/carpet electrical options
 - Update and add to furniture needs:
 - Tables
 - Carrels
 - Computer chairs
- 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).