

# General Report

## Book One



University of Maine at Fort Kent

Annual Report – FY 2018



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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 300,000 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 bibliographic instruction in classes, one on one help, and 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 students with accounts and troubleshooting IT and DE related issues.

## MAJOR EVENTS AND SIGNIFICANT ACHIEVEMENTS

- **State of Maine Changed Database Vendors**
  - Ebsco is no longer the primary vendor for the state databases/electronic resources. Instead, after an RFP went out, the state selected Gale as its primary vendor.
  - However, colleges and universities across the state (not including the UM System) raised enough money to continue Academic Search Complete, an Ebsco database, for one year.
  - The state also kept other databases to help cover certain subject matter.
  - [See Book 1, appendix D.](#)
- **System Libraries Received Grant**
  - UMFK library staff applied for and received from the Davis Family Foundation a \$6,500 grant.
  - The grant is to fund the ACRL Framework workshop scheduled for spring 2019 for librarians in the state of Maine and then New England.
  - See [Book 2, appendix E](#) for a scaled down version of the grant.

## ASSESSMENT

- **NSSE Assessment**
  - UMFK delivered the NSSE Assessment called "Experiences with Information Literacy"
  - The NSSE surveyed first-year students and seniors
  - The NSSE uses a 1-5 scoring system
  - Waiting on answers to questions...

## SYSTEM CONSIDERATIONS

- **Administrative Program Integration Team for Library Resources (LR Committee)**

- Vice Chancellor Neely created the LR Committee in order to “maximize ready access to library resources, particularly digital materials, across the seven campuses within the University of Maine System (UMS).” There were three specific charges:
  - to explore and make recommendations for a common catalog of library materials and resources across the UMS, perhaps including the state library system.
  - to analyze and make recommendations regarding the infrastructure and costs associated with steps to ensure equitable access to all UMS library resources from each of the UMS campuses and centers.
  - in addition to cost, to identify any other barriers to access to a common catalog of digital materials.
- See [appendix D](#) for the complete report.

## ACTIVITIES AND CHANGES

- **Budget**

- This year (FY2018), we spent \$288,484.31 of an overall budget of \$295,931.
- The budget increased from last year’s budget of \$274,198.00, an 8% increase.
- We were able to purchased furniture this year, which cost about \$8,000. The furniture has been well received.
- We are still shy about spending in acquisitions, particularly books, due to previously having to curtail spending on resources. We hope to change this attitude.
- In most other areas we were very close to the budget line.
- This year the budget lines changed in acquisitions to better represent the costs.
- See the budget breakdown in [appendix A](#).

- **Collection**

- Unfortunately, the floating collections service has not been as successful as we had hoped. Though in general the service was easy to manage on our end, other libraries were having trouble, and more importantly, not all libraries were willing to join in the service. See [Book Three, appendix D](#) for circulation related data.
- We will not renew Films on Demand. Only two to three faculty were using the streaming service. We will consider other options.
- During the spring and summer of FY2018 and into FY2019, library staff weeded 8,198 Items. By doing so, staff was able to place all books on the first floor, which in turn
  - Provided an open area for quiet space upstairs
  - Made all books accessible to patrons in wheelchairs
  - Provided a tight clean collection devoid of outdated and unused material

- **Facility**

- The library was finally able to start the abatement process in the library. In June, library staff moved all downstairs books upstairs packed tight to allow facilities to remove shelving on the first floor. Abatement will begin in FY2019.
- In the main room (old gym) the walls were washed and new baseboards were placed to clean the area

- **Services**

- Once again, library staff provided freshly popped popcorn during finals week each session. Students enjoyed the smell and the snack. In addition, staff provided “welcome snacks” for students at the beginning of the school year.

## **STAFF**

Staff includes 3 Librarians and 2 Library Specialist CL2's. Blake Library is allocated 14-15 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**

- Academic Leadership Council
- BBCore, System-wide
- Cabinet
- Collaboration Committee
- COT
- Educational Technology Advisory Council (ETAC), System-wide
- Emergency Management Team
- Enrollment Management Team
- IT Accessibility Committee (ITAC), System-wide
- UMS State Authorization Committee, System-wide
- URSUS Directors, System-wide

#### **Sofia Birden**

- HSLIC - Online Services Chair (ended in December 2017)
- UMFK - Student Conduct Committee (ended in spring 2018)
- UMS - Circulation Group (backup)
- UMS - Mariner Subjects group (did not meet)
- UMS - Reference Group
- UMS - Shared Digital Collections Committee (once called the System Databases Committee)
- UMS - Technology Task Force
- UMS - Tutorials Committee (no members left except me)
- UMS - URSUS Interface Committee

#### **Debra Durkin**

- UMS – Co-Chair Circulation Group
- State circulation Google Group “COA.EDU” (for sharing circulation information and strategies)
- UMS circulation manual committee
- UMS extension service master gardener group

#### **Asita Albert**

- Diversity Committee
- Salaried Staff Development Fund Committee

- UMS - Cataloging Standards Committee

#### **Brenda Pelletier**

- Wellness Committee
- Hourly Staff Development Committee (Secretary)

## **FUTURE PLANS**

### **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:**

- Updating Library (or rebuild) –
  - Remove asbestos tiles -- **started process on bottom floor. Will have bottom floor completed in FY2019 and hope to have upstairs completed in FY2019 or FY2020.**
- Update and add to furniture needs:
  - Carrels - **purchased one three desk/carrel system with electricity and purchased two lounge chairs a different type of carrel**
- 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) – **NSSE was implemented, and we received results in fall of 2017.**

### **Long Term Goals**

- Updating Library (or rebuild) –
  - Remove asbestos tiles – upstairs and smaller areas around main floor
  - Put down flooring/covering for more color and quiet in the upstairs area
  - 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 (partial)
    - Computer chairs
- John Martin Collection – still in processing stage.

### **Ongoing Goals:**

- Special Collections – Library staff will continue digitizing targeted materials. Project is considered a long term and ongoing project.
- 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.