



COLLEGE OF MICRONESIA-FSM

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June 14, 2016

MEMORANDUM

TO: Karen Simion, Vice President of Instructional Affairs

SUBJECT: Monthly Report, May 2016

This report outlines activities for campus libraries at the College of Micronesia-FSM during the month of May 2016.

PERSONNEL:

- Director Helieisar signed off on Edson Asito's reclassification papers from Media Technician to Information Technology/Media Technician II with the support of Chuuk Campus Dean and IT Director. Papers were returned to HR office for further processing.
- Chuuk campus library assistant Ms. Divine Lokopwe Stephen was on leave from May 18-June 3, 2016 to participate in the FestPac festivities held in Guam. She is scheduled to report back to work on June 6, 2016.
- Karleen Samuel has been accepted into the masters in library science program at the University of North Texas as part of the LEAP II Cohort, with a special focus on digital content management, creation, curation and preservation. She traveled to Honolulu, Hawaii from May 9-26 to participate in the program's Web Institute at the Brigham Young University. She is currently taking three courses this summer 2016. These classes are ED 210-Intro. to Prof. Teaching at COM-FSM, IL 306-Librarian as teacher at University of Maine Augusta and INFO 5000 Information and Knowledge Professions at University of North Texas.
- Jennifer Helieisar traveled to Manila, Philippines from May 28-June 3 to participate at the International Federation of Library Associations and Institutions (IFLA) Building Strong Library Associations (BSLA) Global Meeting to discuss impacts of BSLA on library associations since its inception in 2009. Travel expenses were covered by IFLA.

ACTIVITY HIGHLIGHTS:

State Campuses

- Chuuk campus LRC staff completed this year's inventory and submitted the results to LRC Director. LRC Inventory Spring 2016 was done on May 26, 2016. Result are as follows: Total copies=12,209; Copies Processed=12,209; Copies Marked=9,386; Copies Unmarked=0: Copies Missing=2,826
- Pohnpei campus LRC is satisfied to announce the accomplishment of cataloging new books from H&D products. Books are now ready to be used by anyone.
- Conducted the Spring 2016 library survey to students and faculty on May 2-3. There were 62 students or 38% of the student population, who participated in the survey. The library services was given a general average weighted mean of 4.24 or Excellent, in a scale of 5. Five full time faculty participated in the survey, indicating VERY SATISFIED in the level of satisfaction to the library resources and services. Requested Townsend Press for the examination copy/Instructor's copy of

the book, *The Advanced Reading-Writing Connection* by John Langan –book was received and forwarded to Jovita for evaluation and review.

National Campus

- The following were posted on LRC's wiki page for information sharing:
 - Library instruction reports for spring 2016
 - Library survey results for spring 2016
 - Compiled monthly reports
 - Board report submitted to VPIA in April

TOPICS RESEARCHED:

NATIONAL (2)

1. Constitution of Pohnpei, FSM
2. Ferdinand Magellan, Pacific discoverer

POHNPEI (2)

1. Law dictionary
2. How to insert pictures in PowerPoint

YAP (4)

1. Cheating
2. Self-esteem in teens
3. Teenagers making decisions
4. Uniforms in schools

STATISTICS:

Programs/Services

	CC	KC	NC	PC	YC	TOTAL
Patrons usage	1354	286	6926	606	72	9244
Reserve materials	6	0	26	0	0	32
Materials circulated	32	43	723	52	84	934
Visitor usage	17	13	13	9	10	62

Computer Usage

	CC	KC	NC	PC	YC	TOTAL
TOTAL Use	371	137	1280	163	102	2053
Computer Assists	4	0	28	1	3	36

Reference Encounters

	CC	KC	NC	PC	YC	TOTAL
Reference encounters	0	17	14	2	3	36

Collection Development

	CC	KC	NC	PC	YC	TOTAL
Total volumes	12209	2279	69397	5225	10502	99612
New Acquisitions	0	0	8	9	1	18
Cataloged	19	41	209	14	0	283
Donations	0	0	70	0	0	70
Serials	0	41	113	9	0	163
Withdrawn	0	0	0	0	0	0

Gov Docs			170			
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Inter-Library Loan

	NC
ILL sent	2
ILL received	2

MITC National

Audiovisual materials records updated	1
COM meetings/workshops in MITC Rooms	10
COM Video Coverage	1
Digital Photos	3
ID production	16
ID photos	10
ID cards validated for Summer	60
Laminated meal card	8
Manual video check out	20
Number of classes held in MITC	14
PDL: page scan	20
Poster lamination	4
Scan documents for students	5
Setup Audio systems for activities/class	4
Total fees collected for ID cards	\$15.00
Video Showing for classes in MITC Rooms	6
Viewing in Booths	10

LIBRARY INSTRUCTION:

No library instruction sessions took place this month.

WORK STUDY:

Campus: WS Students	Hours Earned
National: 1	14:05

PROFESSIONAL/COMMUNITY SERVICE:

State Campuses

- Yap campus librarian participated in the following:
 - As a member of the Graduation Committee, was involved in the preparation for the 4th Joint Commencement Exercises of COM-FSM Yap Campus and FSM-FMI.
 - As a member of the Staff Development Committee, prepared the workshop materials and the venue with IT and maintenance staff for the 2-day Watson Training. After the training, prepared the Attendance Report and Summary of Evaluations, together with Rhoda Velasquez.
 - Submitted to Serphin Ilesiyalo the final copy of the Joint Staff Development (May 23-24, 2016) Report
 - Attended the all campus meeting on May 4, 2016.

National Campus

- Director Helieisar participated in a LEAP II Mentoring session online via GotoMeeting on May 13 and a Management Team meeting on May 19 at 10AM and conducted a staff meeting on the same day at 2PM.

CONCERNS/COMMENTS/ SUGGESTIONS:

- LRC Pacific Room is very much damaged by termites. The door is hardly open and close and the rest of the room is eaten up by the termites. Hope someone will assist to do the renovation as soon as possible

Respectfully submitted by,



Jennifer Helieisar
Director, Learning Resources Center

cc: All campus librarians