



## COLLEGE OF MICRONESIA-FSM

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*Office of the Director  
Learning Resources Center*

April 27, 2011

### MEMORANDUM

**TO :** Vice President, Instructional Affairs

**FROM :** Acting Director, Learning Resources Center

**SUBJECT :** MONTHLY REPORT, April 2011

#### **VISITORS: (23)**

Joshua Phillip, West Resource Team, Reno Nevada; Mary Lou Hawley, FSM Health (SPF-SIG, FSM); Eleven SDA High School, Ebey, Marshall Islands and ten Palikir Elementary students.

#### **ACTIVITIES/HIGHLIGHTS**

Jennifer Hainrick had compiled information that will be included on the library website and sent to Acting Director for review.

Last April 6, 2011 the VPIA and the acting LRC/MITC director served the laid off notices to the three (3) library/MITC staff who were affected with the laid off.

The LRC Acting Director submitted the statistics to the VPIA which will be included for the 2<sup>nd</sup> quarter performance report.

The draft LRC/MITC director submitted to the VPIA the LRC/MITC Director's functional responsibilities and decision making chart for comments, inputs and recommendations. The draft decision making chart will also be sent to the campus librarian for their comments, inputs and recommendations before it is finalized.

Last, April 28, 2011, the acting director received from HRO the application packages of the applicants for the Library Technician and MITC Coordinator positions. Also included in the documents received from HRO are memoranda from (a) HRO designating members of the adhoc committee, and (b) the Interim President outlining procedures and timelines, as follows::

- April 21, 2011 Deadline for the submission of applications affected employees to any vacant positions. HRO to advise Supervisor to create an Adhoc Committee for the vacant position.
- April 21 to 29, 2011 Adhoc Committee to reiew and recommend on the applicaion of the laif-off employee.

Last April 28, 2011 the VPIA, Dr. Kevin Rhodes and the acting LRC/MITC director met at Pohnpei Campus' Conference Room. Dr. Rhodes is working on a grant project from the US National Fish and Wildlife Foundation -- his work is entitled "Improving Stakeholder Awareness for Fisheries Management in Micronesia." Dr. Rhodes contracted COM-FSM to document and record the fisher community workshops in Kitti and Uh, and to make audio and video recording and editing. The video will be played to local television channel for fishermen to watch and to provide education on the proper way of fishing in the FSM.

This contract worth is \$2,000 and Dr. Rhodes already made a checks payable to the College of Micronesia-FSM.

**TOPICS RESEARCHED: (33)**

1. Kapingamarangi –It's culture, language, and economic development
2. Local Food – how it effects our health in the FSM
3. Suicide in Micronesia
4. Diabetes in the FSM – statistics
5. The changing culture of Chuuk
6. Polio
7. Yam and its importance in the Pohnpeian culture
8. How Western culture has affected the Micronesian culture (ex. Alcoholism, drug use, migration, etc)
9. Fishing materials of Chuuk
10. Should high schools provide special services for unwed teenage mothers?
11. History of the first telephones, computers in the FSM
12. FSM Constitution
13. Traditional marriage in Chuuk
14. Poverty in Micronesia
15. Education in FSM
16. Reading Comprehension in Micronesia
17. Curriculum in Science in FSM
18. Plane crash causes in FSM
19. Boating accidents in Pohnpei
20. Migration – rate of Youth going away
21. Dual citizenship

22. Mwokilloa – Its language, history
23. Plants, flowers of Pohnpei and the Pacific
24. Public Health in the FSM
25. Pohnpeian culture – sakau, language
26. Youth Drinking in Micronesia
27. Statistics on how many cars owned or used in the FSM
28. Marijuana use in Micronesia
29. Drug Addiction
30. Aids
31. Cancer
32. Water pollution
33. Driving

**STATISTICS:**

<b>Circulation Desk</b>	
Patron LRC usage	21,640
New Library Cards	6
Non-compliance to LRC policy	49
Overdue Books	41
Materials Circulated	941
Canon copies	2,130
Fines paid	\$5.80
Reserved	24
Clearance/withdrawal	6

**Computer Usage**

General Applications	1,976
Reference	3,543
E-mail	1,521
Visitor Usage	7
Technical Assistance	86

**Curriculum Resources Center**

Number of Classes	22
Materials Used	736

**Pacific Collection**

Books on Reserve	296
Visitors	23
Materials circulated manually	2
Patron Usage	2,106
Topics Researched	28

**Periodicals Received/Processed**

General	49
Pacific	155

**Catalogued Materials**

General	1
Periodicals	3
Donations (Gen. 48) (PB. 1)	49
<b>Total Materials Catalogued</b>	<b>53</b>

**Processed Materials**

Materials Shelved	77
Materials Due Date Slip	50

**Government /UN/FAO materials received and Catalogued**

Gov't Docs	38
UN	37
FAO	36
PROCESSED	111
<b>Total Materials Catalogued/Processed</b>	<b>222</b>

**Acquisitions Department**

Expenditure	\$5,295.00
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**Inter-Library Loan****ILL Sent**

Print materials sent to other institution	2
Non-Print material sent to other institutions	18

**ILL Received:**

Non-print materials received from other institutions	6
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**Reference Encounters**

CRC	15
Pacific	28
Circulation	23
Reference	10
<b>Total Reference Encounters</b>	<b>76</b>

**Number of Work-Study Students**

Serials Section	2
MITC	6
Pacific	12
<b>Total Work Study Students</b>	<b>20</b>

**Number of Work-Study Hours**

Serials Section	25
Pacific	59.05
MITC	85
<b>Total Work-Study Hours</b>	<b>169.5</b>

**Materials withdrawn**

General Collection	<b>31</b>
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**MITC (Audio Visual Division)**

Audiovisual materials checked out	53
Equipment repaired/maintained	2
Equipment checked Out	6
Graphic Productions	2
ID Cards issued	16
ID Cards Validated	14
ID Photos Taken	16
Number of classes held in MITC	47
COM meetings/workshops in MITC Rooms	26
Non COM meeting/Workshops in MITC Rooms	3
Patrons Tours/Orientations	2
Setup Audio systems for activities/class	38
Digital Photos	320
COM Video Coverage	2
Non COM meeting/workshops in MITC Rooms	3
Video Showing in MITC Rooms/Boots	48
Video coverage and burned in DVD format	5
Video Coverage	10
Scan documents (books)	2
File edited	100
Item file created for upload	30
MITC documents filed	18
Workstudies	6
Reel to reel conversion	31

**LRC Orientation/Training Modules**

Topics covered	Facilitator	Section	Instructor	No. of Students	Date/Time of Training
Library Instruction *was not included in March 2011 report	Juvelina Rempis	Expos. I	Monica Rivera	15	3/30/2011 9:00-10:00
Library Instruction *was not included in March 2011 report	Juvelina Rempis	Expos. I	Monica Rivera	20	3/30/201 10:00-11:00

**CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS:**

A concern was raised by the acting Director of the LRC/MITC to HRO especially with the timeline established on processing and hiring of laid-off employees by the Interim President. In his memo, the Interim President set April 21-29, 2011 for the ad hoc committee to review and make recommendations of applications. LRC/MITC acting director received from HRO official designations of the members of the ad hoc committee, April 28, 2011 only.

For the new structure the college, since this was just started to implement and the state campuses librarians are not fully aware of the new structure that they have to report to the LRC/MITC director. It is imperative that these librarians system-wide should meet and discuss this new structure for the effective and efficient delivery of library services across all sites.

Submitted by:



Lucy Oducado  
Acting Director, Learning Resources Center

cc: President, COM-FSM  
Vice President, Administration  
Vice President, Support & Student Affairs  
Vice President, Land Grant  
Director, Research and Planning  
State Campus Librarians