



COLLEGE OF MICRONESIA-FSM

P.O. Box 159, Kolonia, Pohnpei
Federated States of Micronesia 96941

Phone: 691.320.2480 x140

jenniferh@comfsm.fm

Fax: 691.320.2479

*Office of the Director
Learning Resources Center*

June 5, 2012

MEMORANDUM

TO : Mariana Ben-Dereas, Vice President of Instructional Affairs

FROM : Jennifer Hainrick, Director of LRC

SUBJECT : Monthly Report, May 2012

VISITORS (33)

Kosrae Campus, (03)

National Campus, (23)

James D. Sellmann (University of Guam); President Joseph M. Daisy; Churchill Edward ; Joseph Saimon; Norma Edwin; Lourdes Roboman; Graceful Enlet; Kasio Mida; Kalwin Kephas; Mariana Ben-Dereas; Frankie Harris; Joseph Habuchmai; Ringlen Ringlen; Jimmy Hicks; James Walter Currie (VPCRE); Danny Dumantay; Sven Muller; Donald Buden; Benina Ilon; Morehna Rettin; Juan Santos; Susan Moses; Jackson Phillip

Pohnpei Campus, (07)

PERSONNEL

- Mac Emwalu Library Assistant/Media Technician has submitted his resignation letter to HR office. He will be with COM-FSM Chuuk campus until June 15, 2012.
- Jenny and Jayleen completed their spring 2012 online courses for their library masters program at University of North Texas.
- Jenny and Juvelina attended a two-day workshop titled "An Articulation and Student Learning Workshop" sponsored by PPEC, COM-FSM & UOG on May 23-24, 2012.
- Lucy Oducado is on vacation and medical leave from May 28-July 4.

ACTIVITY HIGHLIGHTS

- LRC Student User and LRC Faculty Usage surveys were administered the last two weeks of instructions at all campus libraries. Results are being tabulated to be sent to the Director for final review and compilation.
- General clean up of library materials and computers were done in preparation for summer 2012 session.
- National campus library is providing assistance to Chuuk and Pohnpei campus libraries in acquiring current and updated materials for their libraries.

Kosrae

Michael Williams reported on the following activities:

- President Joseph M. Daisy and VPSS Ringlen visited the RML on May 7, 2012.
- Lester Ezekias, Head Librarian for Pohnpei Public Library visited the RML from May 14-18, 2012.
- Trainings on a library automation system called Small Library Organizer Pro was held in the RML and other school libraries on the island from May 15-18, 2012.
- The RML was used by a total of 54 Kosrae Upward Bound Program staff, parents and pre-sophomore students on May 24, 2012.
- Five (5) fiction books were donated by Christina Lum; 35 materials were cataloged from backlog; and four (4) new books from The Book House, Inc. were received and cataloged.
- 97 materials previously marked as missing or lost after Follett crashed last year were located and cataloged.
- Two checks payable to Ace Hardware for PO12-1813/2206 in the amount of \$579.99 & \$405.65 for 1ea. book truck and materials that will be used to fabricate 2 ea. newsstands and 1 ea. magazine rack were received.
- Michael attended HR Committee meeting on May 29, 2012.
- Michael also received and mailed checks to the following vendors:

Name of Vendor	Purchase Order No.	Check No.	Amount
Weigl Publishers Inc.	PO12-2496	17183	\$154.03
Weigl Publishers Inc.	PO12-2499	17183	\$236.60
Forward Learning Pty	PO12-2388	17003	\$1,688.96
The Book House Inc.	PO12-2354	17011	\$66.73
Perma-Bound	PO12-2355	17009	\$297.30
Perma-Bound	PO12-2389	17009	\$222.88
Highsmith	PO12-2356	17005	\$424.19
Mason Crest	PO12-2357	17008	\$459.72
Mason Crest	PO12-2358	17008	\$372.94
Mason Crest	PO12-2387	17008	\$467.81

National

- Professor Bryan Lynch has approached the LRC to request a set up of one of his freshwater aquariums to be displayed in the library for educational and viewing purposes starting in June. This project will be maintained by one his marine science students.
- Vice Presidents Ben-Dereas, Habuchmai, and Ringlen conducted brief overviews of their respective departments to a group of Close-Up students and their chaperones on May 21 in the main library.
- An Emergency Response Plan simulation exercise was conducted on May 29 in the New Zealand Reading Room.
- Receiving reports for 19 books received from Book House were prepared and submitted to Business Office.
- LRC Director assisted DCR office in editing the Sharks newsletter and proofreading an article on the valedictorian by Mr. Santos.
- Julia helped distributed and tallied the library user surveys; shelved the newly processed materials and re-shelved the circulated ones; and replaced the old (superseded) Code of Federal Regulations with the new ones
- Preparation for inventory has begun with shelf-reading of government documents materials.
- Darsy completed editing the COM-FSM graduation tape and a copy of this event was sent to Pohnpei TV cable station.
- Karleen edited a student service Skype video for the Distance Education project. Video is now completed and given to Bob Hogan, COM-FSM Distance Education consultant.
- Karleen created six picture slide shows for six staff members who served COM-FSM for more than 30 years, used at the Annual Incentive Awards Ceremony.
- Karleen represented PIALA in the Marshall Islands to transfer the PIALA account from Bank of Guam, Marshall to Pohnpei Branch and to conduct a mini training for Pacific Digital Library project. From the training, she was able to collect 28 local scanned books from trainees with a total of 677 pages in all.
- Maintenance staff painted three MITC bulletin boards.
- A bibliography of new books received and cataloged for the month of May 2012 was prepared and submitted to Director for review and approval.
- A list of 117 titles for National Campus library and another list of 92 titles for Pohnpei Campus library were compiled and submitted to Director for purchase.
- 40 newly processed books were checked against the Follett database before being displayed for public viewing.
- Board of Regents had their meeting in the New Zealand Reading Room on May 24-25.

Pohnpei

- Tosiwo Liwy a local researcher visited the library on May 21-25, 2012.
- PC library was used by Instructor Phyllis Silbanuz to administer her final exam to four of her students.
- PC library staff completed revising their call numbers of the fiction paperbacks to be aligned with the National LRC call numbers and held a general clean up of their computers.
- PC library staff attended the college-wide activity meeting at the National Campus on May 11, 2012.

Yap

Ms. Guarin accomplished the following activities:

- Worked on the Library Assessment Worksheet 3 for fall 2010-Summer 2011 and submitted to Campus Director for discussion, comments, corrections, etc.
- Completed the online WASC Accreditation Basics course

- Prepared PO for periodical subscription renewals - EBSCO
- Received 1 DVD from Micronesian Seminar: "When spirits roamed"
- Catalogued and carded 15 volumes of books
- Set-up the AV Room and viewing equipment for two sessions of film showing in ESL 089 Reading class of Vince Mansicupp

TOPICS RESEARCHED: 24

National (20)

- | | | |
|--|---|---|
| 1. Biographies | 10. LAMP petition for incorporation and by-laws | 16. Senior Driving |
| 2. Childbirth on Pingelap atoll | 11. Legends in Micronesia & Pacific | 17. Simbaka tribe of Papua New Guinea |
| 3. Date of Bank of Guam moving to new location | 12. Nanyo Boeki Gaisha (Japanese era) | 18. Social change on Pohnpei |
| 4. Diabetes | 13. Novels books with non-print version | 19. Student life at University of Guam |
| 5. Driving while texting | 14. Pacific reading materials relating to legal matters | 20. Who are the prominent leaders in Kolonia town history |
| 6. Education in Micronesia | 15. Religions of the world | |
| 7. Henry Nanpei | | |
| 8. Kolonia Elementary School established when | | |
| 9. Kolonia town history | | |

Pohnpei (1)

1. Migration of Mortlockese to Pohnpei.

Yap (3)

1. Academic dishonesty/plagiarism
2. Land conservation and preservation
3. Elderly drivers

STATISTICS:

Programs/Services

	CC	FMI	KC	NC	PC	YC
Patrons usage	1388		549	6297	1776	776
Reserved materials	-		0	362	0	-
Materials circulated (all)	177		89	380	86	235
Visitors	-		3	42	7	12

LRC computer usage

	CC	FMI	KC	NC	PC	YC
General application	179		73	565	393	177
Reference	4		73	1100	-	69
Email	-		160	832	-	116
Technical assistance	5		2	25	95	7

LRC Reference Encounters

	CC	FMI	KC	NC	PC	YC
--	----	-----	----	----	----	----

Reference encounters	-		0	44	1	11
----------------------	---	--	---	----	---	----

Others statistics

	CC	FMI	KC	NC	PC	YC
Booking of library use	-		2	0	0	-
Clearance/withdrawal	5		0	66	11	2
Copier usage	-		2	887	27	301
Printer Usage	149		10	-	564	98
Fines paid	-		-	\$77.58	\$16.65	\$5.80
Library Cards	-		37	0	0	0
Noncompliance	6		5	0	0	0
Overdue Materials	-		88	46	5	4
New accounts	-		33	0	0	0

Collection Development

	CC	FMI	KC	NC	PC	YC
No. of volumes (updated)	10231		4828	64616	6337	9326
New Acquisitions	20		4	19	42	1
Backlog	-		47	40	16	0
Donations	5		5	70	9	0
Withdrawn (all)	104		-	0	75	0
Cataloged	511		136	156	16	15
Serials processed	-		21	231	32	-
Gov Docs processed	-		-	111	-	-
Expenditures	-		\$7,296.50	\$1,270.24	\$1,215.65	-

Inter-Library Loan

	NC	PC
Request sent	7	0
Request received	17	0

Work Study

	CC	FMI	KC	NC	PC	YC
Work study students	-		-	0	-	0
Hours worked	-		-	0	-	0

MITC

Chuuk Campus

ID cards replaced	2
ID stickers	2
Faculty/staff check out materials	2

National Campus

Audio Productions	1
Audiovisual material duplication (COM activities)	20

Audiovisual materials cataloged	9
Audiovisual materials labeled	9
Audiovisual purchased	5
COM meetings/workshops in MITC Rooms	10
COM Video Coverage	2
Digital Photos	60
Equipment checked out	6
Graphic Productions	05
ID Cards issued	6
ID Cards Validated	9
ID Photos Taken	9
Manual video check out	5
MITC documents filed	250+
Number of classes held in MITC	19
PDL files OCR Files edited (rename/edit content)	127
Poster laminated	2
Print Productions	20
Scan documents for students, staff, faculty (COM)	10
Scan documents for PIALA	10
Setup Audio systems for activities/class	11
Video burned into DVD format	5
Video Production	2
Video Recording	2
Video Showing in MITC Rooms/Booths	5

PROFESSIONAL and/or COMMUNITY INVOLVEMENT

National

Connection to Collection Statewide Grant Project final report was completed and sent to the printing press for publication. Once received from the publication, it will be mailed to the IMLS.

Yap

- Ms. Guarin participated in the purposeful dialogue on “An Analysis of the COM-FSM Communications Plan and ACCJC Recommendation One with Recommendations” at the Yap campus on May 10 and 14, 2012.
- She also attended the COM-FSM Yap Campus Graduation/Recognition Program for fall 2012 on May 17 at the Small Business Center in Colonia, Yap; attended a staff meeting with Ringlen Ringlen on “Best Practices in Customer Service” on May 17 at the Computer Lab; and attended Yap Campus staff meetings on May 16 and 20, 2012.

CONCERNS, PROBLEMS, COMMENTS, SUGGESTIONS

Chuuk

- LRC received confirmation from the maintenance supervisor that two new air conditioners will be installed in the LRC along with a small one to be installed in the Pacific Room.
- The internet line at the circulation desk has also been damaged by termites.

Kosrae

- Rats continue to destroy Pacific materials by chewing off book spines.
- There are leaks in the computer lab, Pacific collection room, and main library floor.