



# COLLEGE OF MICRONESIA-FSM

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May 13, 2018

## MEMORANDUM

TO: Karen Simion, Vice President of Instructional Affairs

SUBJECT: Monthly Report, April 2018

This report outlines activities for campus libraries at the College of Micronesia-FSM during the month of April 2018.

### ACTIVITY HIGHLIGHTS:

- *Chuuk*: Divine Lokopwe was on leave from April 9-20 to accompany her husband to the Philippines for medical referral.
- *CTEC*: Rihter was recruited as a member of the ad hoc committee for the math instructor position. Twenty students from Our Lady of Mercy High School visited the library as part of their techno-exhibit tour. A meeting was held with Director of CTEC regarding the math instructor position.
- *Kosrae*: LRC staff assisted with this year's college fair activities. A donation of 30 books was received from Tafunsak Elementary School.
- *Yap*: Assisted John Mafel's class (EN 110) in the selection of novels for book report; Assisted SS170, MS 100, SC130, and UB students in their research work.
- *National*: Library survey was administered to faculty and students this month; Employment contracts for Amito Phiach at National campus and Susan Guarin at Yap campus will be expiring in October of this year; thus a performance evaluation for each employee was completed this month in accordance with HR policy on contract renewals; Board report was submitted to VPIA for inclusion in her report to the Board for their May meeting; Director assisted in the preparations for a memorial service for Lucia Donre on April 18, 2018.

### TOPICS RESEARCHED:

#### NATIONAL (17)

1. Achromatopsia
2. Environmental science—water pollution & oil spill
3. Juvenile rheumatoid arthritis
4. Micronesian culture
5. Philosophers
6. Planets
7. Spina bifida
8. Spinal curve
9. Scoliosis
10. Domestic violence in Micronesia
11. Marriage in Micronesia
12. Book of Luelen
13. Voyages of ethnographic knowledge and traditional navigation
14. Images of late Karen Peacock
15. Achromatopsia in Pingelap
16. PIALA logo for scanning project in Saipan
17. Belt weaving in the Caroline Islands

## CTEC (2)

1. Database
2. Global warming

## YAP (32)

1. Ancient China
2. Australia-3 sub-regions
3. Benefits of Vitamin A
4. Chinese philosophies-Confucianism, Taoism
5. Chou Dynasty-Mandate of Heaven
6. Continental Drift
7. Cook Islands-climate and vegetation
8. Differences between convex and concave mirrors
9. Electrical circuits-AC & DC
10. Electromagnetic charge
11. English tongue twisters
12. Fear of failures in school
13. Guam
14. India
15. Influences of parents to children
16. Magnetism
17. Marshall Islands-plants and environment
18. Mathematics-history
19. Micronesia-climate
20. Newton's Second Law of Motion
21. Outrigger canoes
22. Palau-climate
23. Quadratic equations
24. Quadrilaterals-properties, Rhombus, parallelogram, square, etc.
25. Refugees
26. Respiratory system
27. Sanskrit
28. Tectonic Plates
29. Time management
30. Traditional navigation-Mau Pailug
31. Tsunami
32. Yap-history, churches

## STATISTICS:

### Programs/Services

	CC	KC	NC	CTEC	YC	TOTAL
Patrons usage	2665	922	15303	1676	1015	21581
Reserve materials	0	0	41	0	8	49
Materials circulated	70	41	242	36	409	798
Visitor usage	52	0	0	32	119	203

### Computer Usage

	CC	KC	NC	CTEC	YC	TOTAL
Total Usage	891	222	3358	223	467	5161
Computer Assists	6	3	88	89	17	203

### Reference Encounters

	CC	KC	NC	CTEC	YC	TOTAL
Total Transactions	4	25	70	4	12	115

### Collection Development

	CC	KC	NC	CTEC	YC	TOTAL
Total volumes	10659	2569	70875	4543	10753	99399
New Acquisitions	0	0	104	0	71	175
Cataloged	0	30	305	0	35	370
Donations	0	30	3	0	1	34
Serials	0	0	104	0	0	104
Withdrawn	0	0	0	0	0	0

Gov Docs			0			
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### LIBRARY INSTRUCTION:

Campus	Sessions	Students	Topic	Courses	Instructor
CC LRC	1	25	OPAC use		
KC LRC	2	29	Research	SS170; SS130	
<b>TOTAL</b>	<b>3</b>	<b>54</b>			

### MITC SERVICES:

Audiovisual production	2
Audiovisual materials labeled	4
COM meetings/workshops in MITC Rooms	24
COM Video coverage	8
COM Video Edited	8
Digital Photos	200
Equipment check-out	8
ID Photos Taken	10
ID Cards re-issue due lost or damage	3
ID Cards re-issue due expiration	7
ID Cards validated	10
Manual video checkout	10
Number of classes held in MITC	15
Patrons provided with reference/research services	4
Setup Audio systems for activities/class	6
Scanning	50
Total fees collected for ID cards	\$15.00
Viewing in Booths	6
Video conversion	30
Video Showing for classes in MITC Rooms	36
Video uploaded online for COM-FSM class	1
Work study Hours	43 hrs.

### PROFESSIONAL/COMMUNITY SERVICE:

- *Yap:* Susan participated in the following activities: Graduation Committee - drafted invitation letters to speakers; formatted invitation card and graduation program; Student Success Committee - Attended April meeting. Agenda: approval of March 2 minutes of the meeting and discussion of strategies/ a plan on how/what instructors or advisors can do to meet this benchmark on the CCSSE; College Fair - helped Joy with the booth for DOE and COM-FSM Education Program; Gave a three-minute talk on librarianship as a career to 21 YHS students; Through a short lecture and demo, 24 UB students, mostly freshmen, were taught in downloading articles and images from the web and printing such images and articles.
- *National:* Bruce attended a meeting for the FCE committee on April 27<sup>th</sup>; Juvel participated in a meeting for the ICT committee on April 24<sup>th</sup>; Director participated in meetings for Curriculum Committee on April 9<sup>th</sup> and 23<sup>rd</sup>, Fundraising/Steering committee, Faculty/Staff Senate, and online PIALA Board meeting on April 11<sup>th</sup>; and with Lady Sharks on April 12<sup>th</sup>.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Jennifer Helieta". The signature is fluid and cursive, with a large initial "J" and "H".

Jennifer Helieta  
Director, Learning Resources Center

cc : All campus librarians