



Merrill Library - Annual Report 2022-2023 (FY23)

I. Executive Summary

Merrill Library supports the programs and curricula of the University of Maine at Machias, which is a regional campus of the University of Maine. Merrill Library provides reference, collection development, instruction, and interlibrary lending services.

Merrill Library serves the greater Machias community and beyond, acting as a community resource and public lending library with the collections housed in Merrill Library and with access to most library collections statewide.

Merrill Library's acquisitions budget was subsumed into the Fogler Library acquisitions budget. This provided many more resources than Merrill alone could afford to purchase. The Merrill Library Operating budget is insufficient to keep up with costs associated with interior maintenance – carpet replacement, painting, and refinishing of library tables, and window woodwork.

a. Major Accomplishments & Highlights

Merrill Library staff completed the Library of Congress Reclassification Project for the main circulating collection. This included pulling from the Dewey Decimal Classification order, placing items in LC order on transition shelving, applying new LC call number labels to the spines of each item and reshelving materials in LC order.

Merrill staff continued services – Research & Instruction, Interlibrary Loan, Circulation – all the while constantly shifting items for the LC Reclassification Project.

Fogler is now part of OCLC eXpress service, which makes for a quick turn-around on requested materials. Thank you Fogler ILL Department!

b. Summary of DEI-related activities and initiatives

We provide thousands of online monographs and video with DEI content.

Through our partnership with the Downeast Rainbow Alliance we host a small lending library of LGBTQ+ materials for all ages provided by the Downeast Rainbow Alliance. This "Little Library" operates on the honor system.

Create displays on various DEI topics.

Items pertaining the Passamaquoddy Nation have been re-cataloged and placed in Special Collections.

II. Fostering Learner Success

a. Enrollment collaborations with Enrollment Management

As a member of the UMM Cabinet, meet monthly with Assistant Director of Admissions. We are all responsible for the recruitment and retention of students.

b. Curricular Innovations N/A

c. Retention and graduation initiatives

Collect materials the support curricular offerings and specific faculty requests. Expensive textbooks and materials are purchased by the library and placed on Reserve for some classes, in order that students have access to these materials.

Zotero workshops for familiarizing faculty and students with this new citation management tool. Also, how to export citations from our previous citation tool.

i. First-year & upper-class retention activities

URSUS Reference librarians created an Information Literacy micro-credential that will be available to all UMS students.

ii. Graduation rate initiatives N/A

d. Student awards N/A

e. Student performance on national boards and exams N/A

f. Workforce Development

Merrill Library collaborated with Fogler in offering a workshop to faculty, students, staff and the public on accessing and navigating Pivot, a grants database.

The library hosted one student intern to film, edit, and produce videos that showcase the library's collections and services. The student graduated this spring and is exploring a master's degree in library science.

The fifteen student assistants employed this year, learned basic skills any employer would appreciate, i.e. report to work on time, give adequate notice if unable to fill a shift. They also acquired valuable customer service skills that are transferrable to many sectors.

g. Degrees granted N/A

III. Discovering and Innovating

a. Research and scholarship summary (e.g., publications, presentations, editorships, exhibits, etc.) N/A

b. Student research, scholarship, or creative activities

The Digital Commons serves as the UMM institutional repository for both faculty and student scholarship. There is one pending submission for AY22-23. The cause of the lack of submissions may be due to the fact that the departments have no administrative assistants to assist students in the editing and formatting of papers for submission. The library is assisting on the editing and citation format on the pending publication.

At the invitation of course instructors, Merrill librarians visited classes in biology, psychology, behavioral studies and a mental health certificate course to talk to students on how to conduct research using the library databases.

c. Staff mentoring and professional development

Staff attended the following workshops, webinars, and conferences:

Grants 101

LGBTQ+ Learning and Affirming Challenge

UMS Procurement and MaineStreet/Marketplace webinars

ACRL|NEC and Maine Libraries annual conference and the Maine Academic Libraries Day.

URSUS and UMSL Directors meetings, and URSUS Cataloging, Circulation, and Reference meetings.

Other professional and statewide meetings across library types as well as serving on campus wide committees.

d. Faculty mentoring and professional development

i. Mentoring of junior faculty N/A

ii. Mentoring of post-tenure faculty N/A

iii. Evidence of effectiveness of mentoring program N/A

iv. Examples of outstanding mentoring initiatives N/A

e. Staff Achievements (e.g., awards, recognitions, prestigious appointments, etc.) N/A

IV. Growing and Expanding Partnerships

a. Community Engagement

Merrill Library was the venue for an appreciation reception for a major donor to UMM. We have also hosted the faculty retirement and year end receptions. A community wide author talk and reception was canceled due to inclement weather.

Fifteen students from the Eastside Homeschool Co-op came in for a library tour, lesson and fun activity.

b. Economic Development

A local non-profit used the Foundations Online database available in Merrill Library to find grant prospects for a food pantry.

Merrill Library services are available to all Maine residents, the collections are used in the library where off-campus access is restricted. Merrill library also provides access through loans to and request from other Maine libraries, and by answers to reference or directional questions, and services supplied to the surrounding community by the reference and circulations staffs.

i. Commercialization Activity N/A

c. Collaborations with other UMS Universities

The UMS libraries have a long history of working together. The library directors, circulation, cataloging, interlibrary loan, and reference staffs continued collaborations throughout the year.

The URSUS Library directors began discussions and planning meetings in August 2021 for a new Integrated Library System. A contract for the new ILS – Alma & Primo was awarded this spring.

The reference group has been focusing on joint information literacy badge to be issued by the UMS. The Information Literacy badge is now ready for use this fall semester.

UMSL directors successfully advocated for greater funding for the systemwide database budget, and for additional funds to bridge a looming gap in the Elsevier contract.

Merrill Library and several other UMS Libraries share services such as interlibrary loan and cataloging. UMM students, faculty, and staff requested and received interlibrary loans through Fogler's Interlibrary Loan Department. The request for articles by the UMM community has greatly diminished this past year due to the fact that many journal packages/articles that would have been requested are now accessible – one click away – due to our direct access to all of Fogler's e-resources.

Merrill Library staff collaborated with UMS libraries in digitizing DVD requests from faculty systemwide for upload to Kaltura and then placed in the faculty designated Brightspace course complying with Copyright, Fair Use, and TEACH Act guidelines.

V. Financial Sustainability

a. Student credit hour generated_N/A

b. Research Funding N/A

- c. Revenue Centers N/A
- d. Private Giving/Alumni Cultivation N/A
- e. Initiatives to increase fiscal efficiency

Library staff reviews annual usage data of resource use relative to costs. This data assists in determining which resources to renew or cancel.

f. Other

VI. Capital Projects and Infrastructure

We rely on Facilities Management staff to help us with all building issues from emergencies to upgrades that are needed. The FM staff are very responsive and are here to help us with all issues. A major difficulty arises from the fact that the FM Department on the UMM campus is not adequately staffed. Consequently, maintenance and custodial issues across campus are not addressed in the most efficient and timely manner.

a. Renovation or construction projects submitted this year

UMM Facilities have brought in consulting designers/engineers from UM Facilities to determine the structural integrity of the mezzanine for eventual removal of stack ranges with the intent to create new student study space replete with new carpeting and furnishings. The result is that the mezzanine is structurally sound.

A request has been made to replace current lighting with LED lighting for increased brightness and energy efficiency.

New lighting in a section next to a former exterior wall has been requested as this lack of lighting causes eyestrain when working with the collection in this area.

b. Renovation or construction projects completed this year

None

c. Renovation/construction projects planned for coming year

Project in line a above will be submitted again for the coming year.

- Remove two stack ranges on the mezzanine level
- Replace carpet on both the mezzanine level and the stairs from 1st floor to mezzanine
- Paint library restrooms
- Refinish and replace caulking on windows on the library west wall on 1st floor and mezzanine levels
- Purchase furniture (tables, chairs, and task lighting) for mezzanine

d. Deferred maintenance and overall impact

Deferred total replacement of Merrill Library's roof has caused water leaks in the winter due to ice jams and frozen drains. Leaks have occurred in some windows on the west wall both on the first and mezzanine levels. The leaks are due to dried/failed caulking. Window woodwork needs to be refinished as a result of these leaks.

VII. Summary of anticipated challenges

The issue of several years of flat funding for shared UMS information resources, has been addressed by the Vice Chancellor for Academic and Student Affairs. The challenge will be to continue to provide additional funding at the journal and database inflation rate of 5 percent year over year.

There is a staffing shortage at the Merrill Library. In order to be open on weekends, student managers open and close the building. However, when a student manager is unable to work their shift, one of the two professional librarians is called in. The two librarians at Merrill are on a rotating on call schedule -every other weekend. This causes a work/life imbalance.

Merrill Library had an operating budget in Fiscal Year 2023 that totaled \$10,107 excluding salaries and benefits. This severely restricted the planned upkeep – new carpeting and furniture mentioned above. Merrill Library's budget funds our furnishings and equipment purchases for both public and staff spaces. The appropriation of \$3500 for this category barely covers the cost of staff computer replacement, which excludes the purchase of updated tables and chairs.

The ability to carry-forward funding to cover large expenditures would assist in planning upgrades for spaces and equipment, for example replacing carpeting, public seating or public computers.

The challenges of preserving and providing access to University of Maine at Machias paper archive materials remains significant. We do not have a high-speed scanner to digitize these materials, nor the staff to catalog or make them accessible to the UMM community and the public at large. The integration of Merrill Library with Fogler Library may make the processing of born-digital and the digitization of documents – yearbooks and UMM Archive items - possible with Fogler's expertise, hardware, and software.

The pandemic disrupted the ways our collections, especially print, have been used. Circulation of materials has been declining since the pandemic closure in March 2020, and has not rebounded. Possible causes of reduced use of library materials may be that 1.) faculty have not requested in-class sessions, either face-to-face, or virtual, of the reference librarians. 2.) Another cause is that faculty are assigning fewer research papers, projects, and presentations, especially in the ENG 101 course sections where it would be optimal to introduce students to library resources and services. Since students have not had significant interactions with library

personnel, services, or resources, they are not using these services, nor are they using the library as a place to discover and study. This has implications for student success and retention.

Fewer articles were requested by UMM faculty, students, and staff for the second year running. The cause may be due to full access to Fogler’s electronic resources, journal packages and database subscriptions, as a result of UMM’s status as a regional campus of UM.

VII. Summary of new initiatives and opportunities N/A

VIII. Licensure Passage and Job Placement Rates (attached NECHE Data First Form 8.3) N/A

IX. Summary of Program Reviews (see attached form) N/A



By the Numbers

Reference – total patron contacts

FY 23	FY22	FY21	FY20
66	244	175	177

Information Literacy Sessions

FY 23	FY22	FY21	FY20
4	9	1	8

Information Literacy Students Reached

FY 23	FY22	FY21	FY20
38	134	15	177

Interlibrary Loan – Items Loaned

FY 23	FY22	FY21	FY20
692	745	828	747

Interlibrary Loan – Items Borrowed

FY23	FY22	FY21	FY20
345	353	391	353

Merrill Library – total web page hits

FY23	FY22	FY21	FY20
	8,318	8,874	15,289

Merrill Acquisitions Budget

FY23	FY22	FY21	FY20
\$44,693	\$31,537	\$67,072	\$34,889

Merrill Operations budget (Excludes Total Compensation)

FY23	FY22	FY21	FY20
\$11,107	\$48,885	\$10,107	\$32,290

Digital Commons documents loaded

FY23	FY22	FY21	FY20
1	0	6	5

Digital Commons documents downloaded (world-wide)

FY23	FY22	FY21	FY20
153	28	118	66

FY23 Collections**Physical****Digital/Electronic**

- | | | |
|-------------|--------|----------|
| • Books | 57,303 | 126,9239 |
| • Databases | | 731 |
| • Media | 2,109 | 5,016 |
| • Journals | 43 | 259,250 |

FY 23 Library Print/Physical Item Circulation

- Reserve Circulation **264**
- Total Circulation all shelving locations **1188**

CY22 Library Ebook/Ejournal Circulation

- *48,123

*This statistic was supplied by the Collections Department at Fogler Library. The statistics are harvested on a calendar year basis to comply with ACRL and IPeds survey instruments. Thus, the number represented above includes UMM usage from July 1, 2021, at which point UMM became a regional campus, through December 31, 2021. Both institutions share one proxy IP - all users are authenticated as belonging to the same institution.