University of Arkansas at Monticello
Academic Unit Annual Report

Unit: Taylor Library

Academic Year: 2017-18

What is the Unit Vision, Mission and Strategic Plan including goals, actions and key performance indicators (KPI)? (insert strategic plan, goals and KPIs below)
(See Addendum 1)

In Table 1, provide assessment of progress toward meeting KPIs during the past academic year and what changes, if any, might be considered to better meet goals.

Our two primary emphases this year are the last two (bold type) on the following chart. The full Strategic Plan is included as Addendum Four.
## Table 1: Assessment of Key Performance Indicators

<table>
<thead>
<tr>
<th>KPI</th>
<th>Assessment of Progress</th>
<th>Implications for Future Planning/Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Main Floor renovation</td>
<td>Learning Commons <strong>Complete</strong></td>
<td>Can move forward with new goals</td>
</tr>
<tr>
<td>II.C.1 Work with Student Affairs in publicity</td>
<td><strong>Completed</strong>: We have a regular channel for communicating Library news</td>
<td>We can focus on other collaborations within UAM</td>
</tr>
<tr>
<td>II.C.3 Library tab in Blackboard shell</td>
<td><strong>Established</strong></td>
<td>We can focus on other collaborations within UAM</td>
</tr>
<tr>
<td>II.C.4 Work with Upward Bound</td>
<td><strong>Failed</strong>: Upward Bound demise</td>
<td>We can find new collaboration to take place of Upward Bound</td>
</tr>
<tr>
<td>III.D. Update Electronic Resources</td>
<td><strong>Delayed</strong>: lack of additional funding</td>
<td>We will wait.</td>
</tr>
<tr>
<td>IV.B.1 Sessions with Area Teachers</td>
<td>One session held with English teachers; successful first step</td>
<td>On track; We can build on this program and branch out</td>
</tr>
<tr>
<td>IV.B.2 Consortial relationship with area libraries</td>
<td>Unsuccessful thus far</td>
<td>Will seek to strengthen relationships with other libraries</td>
</tr>
<tr>
<td>IV.C Study fees for outside users</td>
<td>No action in FY17-18</td>
<td>Will take up this fall with Library Committee</td>
</tr>
<tr>
<td>V. Strengthen presence of Special Collections</td>
<td>New librarian in place</td>
<td>On track: Several steps are underway to strengthen this part of the Library.</td>
</tr>
</tbody>
</table>

List, in Table 2, the Academic Unit Student Learning Outcomes (SLO) and the alignment with UAM and Unit Vision, Mission, and Strategic Plans

The Library has not developed any SLOs. We hope to work with the Assessment Committee in meeting whatever university-wide SLOs that group develops.
Public/Stakeholder/Student Notification of SLOs
List all locations/methods used to meet the HLC requirement to notify the public, students and other stakeholders of the unit SLO an. (Examples: unit website, course syllabi, unit publications, unit/accreditation reports, etc.)

N/A

Enrollment
Table 3: Number of Undergraduate and Graduate Program Majors

N/A

Progression/Retention Data
(See Addendum 3)

N/A

What do the data indicate in regard to strengths, weaknesses, opportunities for growth and threats to effectiveness?

N/A

Gateway Course Success (Applies only to units teaching Gateway Courses)
Table 5: Gateway Course Success*

N/A

Completion (Graduation/Program Viability)
Table 6: Number of Degrees/Credentials Awarded by Program/Major

N/A

Faculty
Table 7: Faculty Profile, Teaching Load, and Other Assignments
Table 8: Total Unit SSCH Production by Academic Year (ten year)

N/A

Unit Agreements, MOUs, MOAs, Partnerships

Table 9: Unit Agreements-MOUs, MOAs, Partnerships, Etc.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Partner/Type</th>
<th>Purpose</th>
<th>Date</th>
<th>Length of Agreement</th>
<th>Date Renewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>eVersity</td>
<td>Provide library services to eVersity students and teachers</td>
<td>2015</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
List/briefly describe notable faculty recognition, achievements/awards, service activities and/or scholarly activity during the past academic year.

Faculty Scholarly Activity

• Kathy Anderson:
  Articles with Kay Walter:
  - “Collaborating to Help Students Travel” *Arkansas Libraries*. (75:1; Spring 2018)
  - Presenter, Arkansas Archeological Survey Tunican Chapter, February 6, 2018
  UAM ERZ English workshop, June 7, 2018

• Daniel Boice:
  - Editorial Committee for Catholic Library Association (includes being a juror for the *Catholic Library World*)
  - Numerous book review for *CLW.*
  - Paper on History of Arkansas Book Publishers accepted at South Arkansas Literary Festival, which was cancelled that day owing to a fire at South Arkansas Tech.

Notable Faculty or Faculty/Service Projects

• Kathy Anderson:
  UAM: CASAA
  Judicial Board
  Winthrop Rockefeller Distinguished Lecture Series Committee
  (Chair, January 2018 to date)
  General Education Committee
  Library Search Committee
  Search Committee for Vice Chancellor for Student Engagement
  Web Content Management committee
- UA System: Council of UofA College & Research Libraries: Education Portal Committee, Chair

Community

- Arkansas Historical Association: Member of the Board of Trustees
- Afro-American Historical & Genealogical Society- Arkansas Chapter Board member
- Preservation of African American cemeteries: Public Relations Chair
- Daniel Boice
  - Accreditation Liaison Officer for UAM
  - ARKLink: Secretary (November 2016 to date)
  - Arkansas Library Association: Chair, Strategic Planning Committee (January 2018 to date)
  - SEARK Concert Board Association, Secretary (August 2017 to date)
  - Monticello Economic Development Commission: Strategic Planning Coordinator (May 2017 to date)

Faculty Grant Awards

Kathy Anderson successfully co-wrote a grant proposal to obtain $22,435 for laptop computers which we can lend to students.

Describe any significant changes in the unit, in programs/degrees, during the past academic year.

N/A

List program/curricular changes made in the past academic year and briefly describe the reasons for the change.

N/A

Describe unit initiatives/action steps taken in the past academic year to enhance teaching/learning and student engagement.
Other Unit Data
Include any additional information pertinent to this report. Please avoid using student information that is prohibited by FERPA.

Revised February 8, 2018

Addenda

Addendum 2: Higher Learning Commission Sample Assessment Questions

A couple of notes here:

1. The Library serves the UAM community. We do that best by being attuned to the work and needs of our faculty and students. The Librarians have long had liaison roles with various schools. These have been essential for guiding us as we have purchased books, subscribed to journals and databases, and offered instruction to all levels of classes. Yet we can and are intent to strengthen those roles to help ensure that changing curricula have adequate library resources, and faculty have the tools to meet their research needs. Already, our new library faculty members have been actively reaching out to the teaching faculty in their schools to establish relationships, study curricula, and meet with teachers to better discern their interests and needs. With our limited staff, we are stretched pretty thin, but we feel like we can do this, and do it better.

2. Library assessment at UAM has never been fully instrumentalized. We have duly reported numbers of books, checkouts, and gate counts, but we have been remiss in trying to assess what, if anything, those numbers truly means for the success of the work of the Library and UAM. As part of her duties, Kathy Anderson has begun to study how academic libraries are utilizing new tools to effectively assess their work. Often these tools are costly, and most work is being done at research universities, so we need to be looking at scaling down massive studies and locating tools that work for us. We hope to work with the Instructional Technology staff, with CIS faculty and perhaps with CIS students in order to develop ways to assess how library use affects the success of students. This has a number of challenges, including privacy concerns, but we are at least beginning to work toward meaningful assessment of our work.
Addendum 3: Arkansas Productivity Funding Metrics

N/A

Addendum 4: Strategic Plan

University of Arkansas at Monticello
Taylor Library
Strategic Plan, 2016-2019
June 2018 Update

Goal One: The Library will have a renovated Main Floor that will better serve our community and enhance prospects for student success.

COMPLETE

Goal Two: The Library will strengthen its marketing in order to allow the community to better utilize our resources and services. Research demonstrates that students who visit the library have better retention and graduation rates than those who do not.

Strategies:

2.A. Increase Social Network presence.

2.A.1. Increase number of Facebook friends.

Responsibility: Social Network coordinator

Measures: Number of friends increases by 100% by 2017, 200% by 2019.

Costs: $150/year

2.A.2. Explore possibilities of Instagram, Snapchat, Twitter

Responsibility: Social Network Coordinator

Measure: Set up Snapchat presence by 2019, Instagram by 2018

Costs: $150/year

2.B. Strengthen Marketing Presence

2.B.1. Obtain and train with better hardware and software for visual presentation.
Responsibility: Director
Measure: Have new computer, software
Target: August 2018
Cost: $2,000 for computer
       $300 annually for programs

2.B.2  The Library will enhance the visibility of Special Collections.
       MOVED to Goal Five

2.C.  The Library will strengthen its collaboration within the university community.
2.C.1. The Library will work with Student Affairs in its public announcements.
       COMPLETE
2.C.2. The Library will work with Student Affairs in establishing a presence in dormitories.
       Responsibility: Student Success Librarian
       Measure: Little Libraries or other presence in dorms
       Target date: July 2019
       Cost: None
2.C.3. Instructional Technology to develop a Library Tab in the Blackboard shell.
       COMPLETED
2.C.4. The Library will work with Upward Bound to identify and employ students in the Library.
       DELETED with demise of Upward Bound
2.C.5. The Library will work with the Athletic Department to publicize our services and encourage use of the Library by Student Athletes
       Responsibility: Student Success Librarian
       Measure: More library usage by student athletes
       Cost: No additional cost
2.C.6. The Library will develop mobile service, with Librarians going to classrooms or departments as needed
       Responsibility: Student Success Librarian
       Measure: Visits to classrooms, department meetings
       Cost: No additional cost
Goal Three: The Library will strengthen its services to better meet student needs.

Strategies:
3.A. We will continually monitor and revise our hours of operation to meet student needs.
ONGOING

3.B. We will increase our service and presence on the Main Floor:
   3.B.1 We will greet all who enter the Library
   COMPLETE
   3.B.2 Librarians will walk about the building offering help.
   COMPLETE

3.C. The Library will update the print collection.
   Responsibility: Collection Development Librarian, Serials Librarian, Special Collections Librarian
   Measure: The following areas will be weeded and updates:
   Main Floor: by December 2016: COMPLETE
   E-F: By July 2018
   G-N By July 2019
   P-Z: By July 2020
   Special Collections: By July 2020
   Bound Periodicals: By December 2016: COMPLETE
   Cost: Included in the budget

UAM Vision
1.3.1 Responsibility: Electronic Resources Librarian
Measure: Increased resources, increased usage
Cost: $25,000-$35,000 per year

Goal Four: The Library will increase its partnerships with local agencies
4.A. The Library will patronize local businesses in marketing efforts by purchasing gift certificates as appropriate.
Responsibility: Library Director
Measure: Gift certificates purchased
Target: Immediate
Cost: None additional -- $250/year (2.A.1 and 2.A.2)
**UAM Vision 4.B.** The Library will collaborate with local and regional libraries to integrate **1.4.1** information literacy into schools and other programs.

**4.B.1:** The Library will work to instruct area teachers of available resources at UAM Library

   Responsibility: Student Success Librarian
   Measure: Workshops and presentations made to groups
   Target: October 2016
   Cost: None

**UAM Vision 4.B.2:** The Library will coordinate consortial activities with regional public and **1.4.1** academic libraries, to help promote lifelong learning and quality of life.

   Responsibility: Director
   Measure: Quarterly meetings of regional librarians
   Target: June 2017
   Cost: $250/year

**4.C.** The Library will reconsider fees for outside use by the Library in order to increase our visibility and help promote the quality of life in Monticello.

   Responsibility: Director
   Measure: Policy studied by Library Committee
   Target: March 2019
   Cost: None

**UAM Vision NEW Goal Five**

**1.3.1** The Special Collections Department will be designated as the Southeast Arkansas Regional Archives.

   Responsibility: Special Collections Librarian, Library Director
   Measure: Official Designation by State
   Cost: Unknown