ANNUAL REPORT
York College Library
2013-2014

Prepared by
Prof. Njoki-Wa-Kinyatti
Chief Librarian
August 2014
York College Library

Introduction
York College Library had an exciting, productive, and successful academic year despite budget shortages and staffing challenges. Over the past academic year (2013-2014), the library continued to provide a multitude of services including one-on-one, in-depth research consultations, information literacy classes, and research assistance at the Reference Desk. The replacement of all library computers and upgrade to Windows 7 was an excellent way to end the year.

I. Reference Services
(Statistics compiled by Prof. Scott Sheidlower, Head of Reference Services)

In the past academic year (July 2013-June 2014), library faculty handled 12,355 reference questions reflecting a decrease of 3,112 questions over the previous year’s total of 15,347. Of these questions, 26.69% were research related, 36.81% were computer/web-related, and 36.49% were non-professional questions. As shown in Table 1, there was a decline in professional reference questions from 4,436 in 2012-2013 to 3,266 in 2013-2014; this was likely due to better-informed students and a decrease in technological problems. During the past academic year, library faculty provided over 32 one-on-one, in-depth research consultations of which 15 were provided to York faculty, 11 to York College students and 6 to students of the Queens High School for the Sciences at York College.

Table 1: Reference Questions by Category, July 2006-June 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Professional</th>
<th>Computer/Web</th>
<th>Non-Professional</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13-June 14</td>
<td>3,266</td>
<td>4,504</td>
<td>4,465</td>
<td>12,235</td>
</tr>
<tr>
<td>July 12-June 13</td>
<td>4,436</td>
<td>5,304</td>
<td>5,607</td>
<td>15,347</td>
</tr>
<tr>
<td>July 11-June 12</td>
<td>4,270</td>
<td>5,996</td>
<td>5,710</td>
<td>15,976</td>
</tr>
<tr>
<td>July 10-June 11</td>
<td>5,548</td>
<td>7,690</td>
<td>6,345</td>
<td>19,583</td>
</tr>
<tr>
<td>July 09-June 10</td>
<td>7,762</td>
<td>6,680</td>
<td>10,373</td>
<td>24,815</td>
</tr>
<tr>
<td>July 08-June 09</td>
<td>8,737</td>
<td>6,786</td>
<td>10,392</td>
<td>25,915</td>
</tr>
<tr>
<td>July 07-June 08</td>
<td>8,978</td>
<td>4,169</td>
<td>8,545</td>
<td>21,692</td>
</tr>
<tr>
<td>July 06-June 07</td>
<td>9,164</td>
<td>4,538</td>
<td>7,777</td>
<td>21,479</td>
</tr>
</tbody>
</table>

II. Budget: Income and Expenditures
(Statistics provided by Prof. John Drobnicki, Head of Acquisitions & Collection Development)

The library is grateful for the continued financial support from the York College Administration. While the main source of the library’s budget is from the tax-levy funds (OTPS and Compact), the library also receives additional funds from the students’ Technology Fee (15%). Textbook funds from the CUNY Central Office, Auxiliary Enterprise funds (15 cents of every dollar spent by those who use cash to print or copy in the library), and, through the Queens High School for...
York College Library Annual Report, 2013-2014

Sciences (QHSS), $86.00 per QHSS student. Below is a breakdown of the library’s income receivables and expenditures for 2013-2014:

Note: OTPS stands for (Other than Personnel Budget)

Table 2: Summary of Library Income for Academic Year, July 2013-June 2014

<table>
<thead>
<tr>
<th>Summary</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTPS 70054</td>
<td>$151,538.00</td>
</tr>
<tr>
<td>OTPS 70056 (Compact)</td>
<td>$00.00</td>
</tr>
<tr>
<td>Tech Fee</td>
<td>$210,131.00</td>
</tr>
<tr>
<td>Textbooks Funds</td>
<td>$54,000.00</td>
</tr>
<tr>
<td>High School Funds</td>
<td>$36,292.00</td>
</tr>
<tr>
<td>Auxiliary Enterprise</td>
<td>$11,471.00</td>
</tr>
<tr>
<td>Grants</td>
<td>$9,750.00</td>
</tr>
</tbody>
</table>

Total Income for 2013-2014: $473,182.00

Academic libraries across the nation continue to experience financial difficulties and York College Library is not exempt from this problem. Although York College enrolment continues to increase, the library budget has not kept pace. For two consecutive academic years (2012-2013 and 2013-2014), the OTPS budget has remained flat while the cost of library materials continues to go up. In the past academic year 2013-1014, the library’s OTPS (70054) and OTPS compact (70056) budget was $205,538.00 (which included $54,000.00 in textbook funds from CUNY Central Office); thus, the college did not allocate any compact funds to the library. Therefore, without $54,000.00 in textbook funds, the total OTPS budget was $151,538.00 compared to 2012-2013 OTPS budget of $151,539.00.

Table 3: Summary of the Library’s Expenditures for the Academic Year, July 2013-June 2014

<table>
<thead>
<tr>
<th>Summary of Expenditures</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Resources</td>
<td>$209,080.00</td>
</tr>
<tr>
<td>Serials</td>
<td>$72,980.90</td>
</tr>
<tr>
<td>Nursing Books</td>
<td>$5,799.95</td>
</tr>
<tr>
<td>Books</td>
<td>$148,046.61</td>
</tr>
<tr>
<td>Cataloging</td>
<td>$610.60</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>$2,109.67</td>
</tr>
<tr>
<td>Consortium Membership</td>
<td>$1,901.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$1,617.21</td>
</tr>
<tr>
<td>Books Supplies</td>
<td>$1,207.21</td>
</tr>
<tr>
<td>Lost Books/Overdue Fines</td>
<td>$178.75</td>
</tr>
<tr>
<td>Library Equipment</td>
<td>$359.97</td>
</tr>
</tbody>
</table>

Grand Total for Annual Expenditures: $443,892.00

(Note: The figures above are rounded to the nearest dollar)
During the past academic year (2013-2014), the library spent $148,046.61 on books and $72,980.90 on serials. Total annual expenditures for academic year 2013-2014 was $443,892, reflecting an increase of $63,775 compared to last year’s annual expenditures of $380,117. It is important to note, however, that the library’s book budget included $54,000 in textbook funds and $36,292 in High School funds (a total of $90,292). Therefore, without textbook and high school funds, the total book budget was only $57,754. In order for the York College Library to fulfill its mission of providing quality resources to students, faculty, staff, and the York College community, the library must ensure that ample funds are available to meet this commitment.

As per a 2005 agreement between the New York City Department of Education and the City University of New York (CUNY), each library on a CUNY campus with an affiliated high school receives $86 per high school student. York Library serves such students (Queens High School for the Sciences at York College); therefore, the library received $36,292.00 in High School Funds, which was spent on books.

During the past academic year 2013-2014, the Chief Librarian received a coordinated Collection Development Aid (CCDA) grant of $9,098.00 from New York State to be spent on library materials. The library also received $652.00 in matching funds from CUNY Central for research-level collection development to support an existing graduate program. The York College Library received less money in matching funds than other CUNY libraries because it has only one graduate program.

### III. Cataloging & Collection Maintenance

(Data provided by Mrs. Rose Dunne, CUNY Administrative Assistant, Cataloging)

From July 1, 2013, to June 30, 2014, a total of 4,788 volumes were added to the library’s collections, which included 2,259 volumes for the Circulating Collection; 344 volumes for the Reference Collection; 403 titles for Reserve Textbook Materials; 78 volumes for the Curriculum Materials Collection (CMC); 4 titles for the closed collection, and 1,700 volumes which were obtained through donations and gifts as well as largesse from other libraries.

The library added 31 volumes of serials, which included 28 volumes for the Reference Collection and 3 for the Circulating Collection. In addition, 43 CDs and 6 DVDs were also added to the collection. During the past academic year (2013-2014), a total of 445 books were withdrawn from the library’s collection and 10 books were discarded.

### IV. Circulation and Reserve Services

(Statistics provided by Mrs. Grace Avila, Manager of Circulation & Reserve Services)

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Items Borrowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>129,718</td>
</tr>
<tr>
<td>2012-2013</td>
<td>138,451</td>
</tr>
<tr>
<td>2011-2012</td>
<td>131,190</td>
</tr>
<tr>
<td>2010-2011</td>
<td>127,411</td>
</tr>
</tbody>
</table>
As shown in Table 4 above, the total figures for items that were borrowed for use within and outside the library decreased by 8,733 from the previous year’s total of 138,451. The decline is most likely explained by the CLICS service, which is a reliable and convenient method for library users to borrow materials from other CUNY libraries.

(Note: As reported by Circulation & Reserve Services 150 volumes were lost during 2013-2014)

V. CLICS (CUNY Libraries Intra-Campus Service)
(Statistics provided by Mrs. Grace Avila, Manager of Circulation & Reserve Services)

Table 5: Number of CLICS Transactions, July 2010-June 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Items Sent by York</th>
<th>Total Items Received by York</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>3,216</td>
<td>3,466</td>
</tr>
<tr>
<td>2012-2013</td>
<td>2,683</td>
<td>2,601</td>
</tr>
<tr>
<td>2011-2012</td>
<td>3,484</td>
<td>3,270</td>
</tr>
<tr>
<td>2010-2011</td>
<td>4,311</td>
<td>3,331</td>
</tr>
</tbody>
</table>

VI. Electronic Resources
(Data provided by Prof. Anamika Megwalu, Coordinator of Electronic Resources, Head of Interlibrary Loan & Library Webmaster)

The library received $210,000.00 in funding from the Student Technology Fee in the academic year 2013-2014. Without the funds that the Library received from the Technology Fee, it would not have been possible for us to subscribe to electronic resources. In 2013-2014, the library spent $209,080.00 for reference databases, an expenditure which was more than the $151,538.00 OTPS budget allocation for the Library. (It is important to point out that Tech Fee funds also pay for toner, paper, and maintenance contracts for students’ printers, and photocopy machines in the Library, which are not included in Table 3). Over the past academic year, the library added subscriptions to the following important databases:

- PsycEXTRA (WALDO)
- International Financial Statistics (IMF)
- Encyclopedia of Social Work

Thankfully, the CUNY Central Office of Library Services (OLS) also subscribed to additional electronic products for all CUNY libraries during the past year, at no cost to CUNY libraries:

- LitFinder
- Twayne’s Author Series
- Global Issues in Context
- ARTEMIS Literary Sources
- LGBT Life with Full-text
- JSTOR XI and XII
- Springer 2012/2013 Titles
- Palgrave 2014 Collection
- Gale World Scholar Latin America and Caribbean Archives

VII. Interlibrary Loan
(Data provided by Prof. Anamika Megwalu, Coordinator of Electronic Resources, Head of Interlibrary Loan & Library Webmaster.

The Library uses ILLiad, an online Interlibrary Loan (ILL) system that is paid for by the CUNY Central Office of Library Services. Since CLICS is also used to request books from other CUNY Libraries, this may explain why we experienced a decline in ILL usage.

Table 6: ILL Request from York College to other Libraries, July 2013-June 2014

<table>
<thead>
<tr>
<th></th>
<th>Books</th>
<th>Articles</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL Requests</td>
<td>150</td>
<td>377</td>
<td>527</td>
</tr>
</tbody>
</table>

Total Request for ILL was **527**

(Note: The total number of requests by faculty for books and articles was 471 and 56 for students.)

VIII. Information Literacy
(Statistics compiled by Prof. Di Su, Coordinator of Information Literacy)

During the past academic year 2013-2014, the Information Literacy (IL) program continued to gain attention from classroom faculty, with announcements about the service regularly posted on Yorktalk by Prof. Su. During the past academic year (2013-2014), all full-time Library faculty provided information literacy instruction. From July 2013-June 2014, library faculty taught 175 information literacy sessions, reflecting a slight increase of 7 sessions over the previous year’s total of 168. Perhaps the minimal increase was a result of curriculum reform due to Pathways, which resulted in a reduction in the total number of Speech 101 library instruction sessions by approximately 22 sessions with 484 students. On the other hand, the number of requests for English 125/126 information literacy sessions almost tripled in 2013-2014 (35 sessions compared to 13 in 2012-2013). Furthermore, there was a significant increase in requests for IL sessions by Writing 300 faculty. It is hoped that classroom faculty will continue to take advantage of the availability of these instructional sessions.

Table 7: Information Literacy Classes, July 2009-June 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of IL Class</th>
<th>Number of IL Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>175</td>
<td>4,156</td>
</tr>
<tr>
<td>2012-2013</td>
<td>168</td>
<td>4,340</td>
</tr>
<tr>
<td>2011-2012</td>
<td>134</td>
<td>4,020</td>
</tr>
<tr>
<td>2010-2011</td>
<td>130</td>
<td>3,250</td>
</tr>
<tr>
<td>2009-2010</td>
<td>100</td>
<td>2,405</td>
</tr>
</tbody>
</table>
**IX. Computer Technology**
(Statistics provided by Mr. Jahed Sarwar, Systems Administrator)

Over the past academic year (2013-2014), the library replaced all computers and upgraded them from Windows XP to Windows 7. We appreciate and thank the Department of Information Technology for their expertise and support. Also, the library received additional new computers, including 8 PCs, 2 IMACs and a scanner. Altogether the library has 160 computers compared to 150 in 2012-2013.

**Table 8:** PCs/ MACs, July 2012-June 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>Lab-PCs</th>
<th>PCs</th>
<th>MACs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>21</td>
<td>99</td>
<td>40</td>
<td>160</td>
</tr>
<tr>
<td>2012-2013</td>
<td>21</td>
<td>91</td>
<td>38</td>
<td>150</td>
</tr>
</tbody>
</table>

**X. Periodicals & Microforms**
(Data provided by Prof. Daniel Cleary, Science Librarian, and Liaison to Information Technology Department & Head of Serials and Microforms)

Although a periodical print collection is still available, patrons are now opting to use electronic resources because they are convenient to use and are accessible off campus. Therefore, in order to meet the needs of our patrons and to maintain quality service, the library continues to shift from print materials to electronic resources. As show in Table 9 below, microforms usage in 2012-2013 and 2013-2014 dramatically declined. Also, Table 10 shows that the number of microforms subscriptions has been reduced to three reels. The decision to cancel print subscriptions is based on student, faculty, and staff usage of these materials.

**Table 9:** Periodicals Usage, July 2010-June 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>421</td>
<td>165</td>
<td>232</td>
<td>283</td>
</tr>
<tr>
<td>Newspapers</td>
<td>33</td>
<td>13</td>
<td>5</td>
<td>85</td>
</tr>
<tr>
<td>Total Usage</td>
<td>454</td>
<td>178</td>
<td>237</td>
<td>368</td>
</tr>
</tbody>
</table>

**Table 10:** Microforms Usage, July 2010-June 2014

<table>
<thead>
<tr>
<th>Year</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>8</td>
<td>35</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Newspapers</td>
<td>77</td>
<td>8</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Total Usage</td>
<td>85</td>
<td>43</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

**Table 11:** Journals/Microforms Received, July 2013-June 2014

<table>
<thead>
<tr>
<th>Journals/Microforms Received</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Journal</td>
<td>80</td>
</tr>
<tr>
<td>Microfilm Reels</td>
<td>3</td>
</tr>
<tr>
<td>Total Received</td>
<td>83</td>
</tr>
</tbody>
</table>
XI. Outreach to Queens High School for the Sciences at York College (QHSS) and Early York College Academy (YECA)  
(Data provided by Prof. Christina Miller, School Library Media Specialist)

QHSS and YECA students were provided 27 information literacy sessions during the past year. In addition, a QHSS teacher and two QHSS students participated in individual research consultations, and 12 QHSS students were provided in-depth research assistance via email. Picture books and young adult books were purchased for the library’s Curriculum Materials Collection (CMC), and books for the Library’s general collection were purchased to support QHSS and YECA curricula. Prof. Miller attended the three-day American Association of School Librarians (AASL) Annual Conference and Exhibition in Hartford, Connecticut, in November 2013, and completed the six-week AASL e-Academy online course BYOL: Bring Your Own Lessons into the 21st Century.

XII. Library Faculty Changes

In 2013-2014, the library experienced major personnel changes. Senior faculty member Prof. Robert Machalow went on Travia Leave on June 30, 2014. Unfortunately, the position is still vacant and it is unlikely that it will be filled before 2015. In addition, Professor Sandra Urban, the library’s cataloger, resigned in April 2014 after working at the York College Library for approximately seven years. Thankfully, the library was able to hire a substitute cataloger, Professor Todd Lee Simpson, to fill the position.

XIII. Major Challenges

With the resignation of one faculty member in April 2014, and the retirement of another in June 2014, the library is now left with six full-time faculty members and two adjuncts. The library has experienced a shortage of faculty for the past three years; consequently, providing quality library services to our users has been challenging. While York College succeeded in increasing its enrolment, library staffing levels have not kept pace. Staffing the library’s reference desk and providing one-on-one research consultations, email reference assistance, and information literacy sessions, in addition to performing the support tasks necessary to provide a state-of-the-art library service, has become a balancing act for the library’s faculty and staff. Despite the challenges, library faculty and staff remain committed to ensuring that high-quality library services are available for students, faculty, staff and the York College community.

XIV. Library Faculty Scholarship, Presentations, and Creative Works, 2013-2014

Daniel Cleary (Assistant Professor):  


**John A. Drobnicki (Professor):**


**Njoki-Wa-Kinyatti (Associate Professor):**


Anamika Megwalu (Assistant Professor):

Megwalu, A. (2013). *A Life of colors* [Art Exhibit]. York College Library (City University of New York), Jamaica, NY.


Christina Miller (Assistant Professor):


**Scott Sheidlower (Associate Professor):**


**Di Su (Associate Professor):**


XV. Library Faculty College/University Service, 2013-2014

**Daniel E. Cleary (Assistant Professor):**
- York College Senate Curriculum Committee
- Library’s Liaison to York’s I.T. Department
- CUNY Libraries’ Serial Committee
- Delegate to the Executive Council, the Library Association of the City University of New York

**John A. Drobnicki (Professor):**
- Library Personnel & Budget Committee
- Library Website Committee
- CUNY Libraries’ Acquisitions Committee
- CUNY Libraries’ Cataloging Committee (February 2014 to June 2014)
- Library Faculty Committee of the Delegate Assembly

**Njoki-Wa-Kinyatti (Associate Professor):**
- Library Personnel & Budget Committee (Chair)
- College Personnel & Budget Committee
- College Personnel & Budget Committee Subcommittee on Faculty Scholarship
- Technology Fee Committee
- York College Council of Chairs
- CUNY Libraries’ Council of Chief Librarians

**Robert Machalow (Professor):**
- Library Personnel & Budget Committee
- CUNY Libraries’ Circulation Committee
- CUNY Libraries’ Archives Committee

**Anamika Megwalu (Assistant Professor):**
- Library Personnel & Budget Committee
- Library Web Committee (Chair)
- Library Newsletter Co-Editor
- Admissions Committee
- Center for Excellence in Teaching and Learning
- Teacher Education Advisory Committee
- Electronic Resources Advisory Council
- CUNY Central Librarian Search Committee
- LACUNY’s Dalia Leonard’s Scholarship Committee
- LACUNY Executive Committee (Alternate)
- Math Support for Undergraduate
- SFX Committee
Christina Miller (Assistant Professor):
- Library Environment and Signage Committee
- York Early College Academy (YECA) Planning Committee
- Library Newsletter Co-editor
- Senate Committee on Library (Secretary)
- LACUNY Junior Research Roundtable

Scott Sheidlower (Associate Professor):
- Library Personnel & Budget Committee
- Constitution Day Committee
- Auxiliary Enterprise Board
- Auxiliary Enterprises Budget and Contracts Committee
- 504/ADA Committee
- student Disciplinary Committee
- York College Alliance for Gender and Sexual Equality
- Academic Standards Committee
- Pathways Committee
- York College Senate
- Reference Managers’ Committee
- Disability Services Roundtable of LACUNY
- PSC Delegate

Di Su (Associate Professor):
- Library Personnel & Budget Committee
- Library Website Committee
- York College Outcome Assessment Committee
- CUNY Libraries’ Information Literacy Advisory Committee

XVI. Library Goals and Objectives for 2014-2015

The library’s main objective is to continue providing high quality instruction, services and support to students and faculty to meet their research needs. Below are some specific goals for the coming year:

- The library will improve its outreach to the faculty through its Liaison program, with the goal of making faculty more aware of available library resources and services.

- The library will work closely with the Campus Planning and Facilities Manager (Noel Gamboa) and expansion and upgrading of Information Literacy Classroom to ensure the rezoning of the library is completed within the next academic year (2014-2015).

- The library will collaborate with the Chief Information Officer (Mr. Peter Tighe) to improve and increase use of technology and service delivery by:
- Upgrading and expanding Information Literacy classroom which is 5 years behind the schedule
- Purchasing additional laptops for the Reserve Collection
- Introducing additional electronic devices such as E-readers and iPads for Reserve use

- The library will continue to revitalize its circulating and reference collections through the use of OTPS funds and subscribe to additional electronic resources through the use of technology fee funds

- The library will utilize textbook funds to purchase appropriate reserve textbooks for students