

LIBRARY PRAC PRESENTATION

February 28, 2023

Sarah Frye, Library Department Chair/Coordinator

GUIDING PRINCIPLES

Equity and excellence cannot be divided.

--Ernest L. Boyer

PRAC Guiding Principles

- All recommendations must be *student centric*, meaning that they should not only impact the [most] number of students possible, but also consider how we can better help as many students as possible reach their educational goals, whether by changing what we do or how we do it.
- All recommendations must be *equity-minded*, meaning that they should call attention to patterns of inequity in student outcomes by critically reassessing our practices, policies, and structures and recognizing stereotypes that harm student success.
- All recommendations must be *anti-racist*, meaning that they should produce or sustain racial equity in educational outcomes.
- All recommendations must focus on *protecting and improving teaching and learning* by illustrating efforts to employ cogent best practices and innovation.
- All recommendations must acknowledge that as a community college we are *responsive to our diverse community*, but cannot be all things to all people all the time so we must find creative ways to stay true to our mission.

LIBRARY OVERVIEW

People don't realize how a man's whole life can
be changed by one book.

--Malcolm X

Library Mission

The library system at College of Marin is a user-centered organization focused on student achievement and patron satisfaction. Our mission is to serve not only our diverse learning community located on the Kentfield and Indian Valley campuses, but also our Distance Education students, who access library resources remotely via the Internet, and the Marin community at large. **The library supports the instructional and curricular needs of all students, faculty, and staff.** The faculty librarians at College of Marin value information literacy as fundamental to higher education.

LIBRARY OVERVIEW: PERSONNEL

- Administrator: Lauren Servais
- Administrative Assistant: Eileen Acker
- 3 Units Department Chair: Sarah Frye
- 4.5 Units Coordinator: Sarah Frye
- 3.0 FTE Full Time Faculty
- 12.78 Part Time/Overload Units
- 5.0 FTE Full Time Classified Staff
- 5 Federal Work Study Students

LIBRARY OVERVIEW: INSTRUCTION / STUDENT SERVICES

KENTFIELD CAMPUS

Academic Year 2021-22

- Open reduced hours for visitors August 23 – February 4
- Resumed pre-pandemic hours February 7, 2022
- Maintained 54 reference hours per week throughout the pandemic via email, phone, and Zoom.
- 80 Instruction sessions
- 60,201 Books
- 8,175 Total Checkouts (up from 3,915 last year):
 - 3,449 General Collection (up from 349)
 - 3,607 LTP & Technology (up from 3,566)
 - 1,119 Course Reserves

INDIAN VALLEY CAMPUS

Academic Year 2021-22

- Open reduced hours for visitors August 23 – February 4
- Resumed pre-pandemic hours February 7, 2022
- Maintained 22 reference hours per week throughout the pandemic via email, phone, and Zoom.
- 10,365 Books
- 1,207 Total Checkouts (up from 30 last year):
 - 1,039 General Collection (up from 26)
 - 132 LTP/Technology (up from 4)
 - 36 Course reserves

RECENT ACCOMPLISHMENTS



THE CHRONICLE
of Higher Education



Collection Revitalization

- [Significant weeding project 2018-2020](#)
- Conducting routine collection development (weeding and purchasing) to ensure physical resources are [student-centric](#), [equity-minded](#), focused on improving teaching and learning, and meeting current curricular needs.

Maintained Core Functions During Remote Learning

- Provided information literacy instruction, processing and circulation of materials, and events from March 17, 2020 – February 4, 2022
- Re-opened with reduced hours during Summer and Fall 2021
- Re-opened with pre-pandemic hours February 7, 2022
- Sustaining remote services to support hybrid and DE courses!

Transitioned Technology Lending from SAA to Library

- Response to crucial need for vulnerable students
- Lending information available in English and Spanish
- If re-enrolling, students keep devices between semesters
- 747 Requests submitted since January 2022 (NOTE: Not all students who requested a device picked them up):
 - 562 Laptops: 387 currently checked out (151 during spring 2022)
 - 300 hotspots: 195 currently checked out (63 during spring 2022)

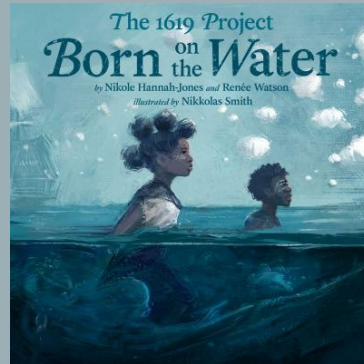
Expanded Online Resources

- Renewed Black Life in America, Chronicle of Higher Education, Digital Theatre+, EBSCO eBooks, Ethnic NewsWatch, Kanopy, NewsBank, and Projectr EDU. [Access these resources here!](#)
- Library Tutorial: Finding Information available in Canvas to support remote learners and prepare students for information literacy sessions with librarians. Students earn Badge for proof of completion.

RECENT ACCOMPLISHMENTS

Once you learn to read, you will be forever free.

--Frederick Douglass



Completion of RFID Project

- During fall 2021, Radio Frequency Identification (RFID) tags were placed on all library materials at KTD and IVC
- RFID improves collection management by providing better access, utilization, and reporting of collections. This also keeps COM in step with all other libraries in the MARINet consortium

OER Librarians

- Thanks, PRAC, for providing funding!
- OER Librarians selected by UDWC in April 2022
- OER Librarians partner with Zero Textbook Cost (ZTC) Program and faculty and staff across campus to facilitate increased implementation of OER materials April 2022 – June 2024
- Focus on equity-mindedness and courses with significant barriers related to textbook access

COMmon Read 2022-23: *The 1619 Project*

- The Library and Umoja Equity Institute have partnered for a year-long anti-racism, anti-censorship festival.
- Purchased 1,025 books
- 19 instructors incorporated the book in for curriculum for 29 fall semester classes—the highest participation since we started COMmon Read in 2014.
- **Culminating event:**
 - Thursday, April 20, 2023 in the James Dunn Theatre
 - Event is free, no registration required

RECENT ACCOMPLISHMENTS

Not everything that is faced can be changed;
but nothing can be changed until it is faced.

--James Baldwin

Revitalization at the IVC Library

- Many items deselected during the KTD weeding project found a new home at IVC, including books, periodicals, and media
- The Kentfield Library's Barcelona couches & chairs, Herman Miller coffee tables, and a retro ball chair provide more welcoming atmosphere
- Established Technical Services Office to facilitate on-site processing of materials
- Current Art Exhibits:
 - Jacob Lawrence Exhibit: Celebrates the life and art of the 20th century's most celebrated Black American artist, Jacob Lawrence.
 - Tom Killion Exhibit: Celebrates local Marin County artist, Tom Killion.
 - Visions of Visionaries Exhibit: Showcases artwork of William Blake, Carl Jung, and the recently discovered talent of Hilda af Klint.

TEMPORARY HOUSING 2020-2025



Video!
→



FIVE YEAR VISION



- **Continue core functions with focus on equity and access during temporary housing in Fusselman**
 - Continue Technology Lending program
 - Develop additional Information Literacy Tutorials in Canvas
 - Provide support for expansion of OER initiatives on campus
- **Maintain COMmon Read Program**
 - Imagine campus-wide learning around titles/themes such as:
 - Land Acknowledgment & Miwok
 - Climate Change
 - Accessibility
 - LGBTIQ
 - AAPI
- **New LRC: If you build it, they will come!**
 - Ensure adequate staffing for expanded hours
 - Continue Technology Lending program
 - Develop IT Help Desk within Library
 - Establish sufficient quiet/group study areas
 - Continue offering culturally relevant events
 - Revitalize INFO credit courses
 - Maintain physical and digital collections to meet curricular needs of our learning community and ensure equitable access.
 - Establish Library as heart of campus and steward of LRC ♡

BUDGET OVERVIEW

Libraries will get you through times
of no money better than money will
get you through times of no
libraries.

--Anne Herbert

A&H BUDGET OVERVIEW



Description	Communication	English and Humanities	Fine Arts	Library	Performing Arts	World Languages and Cultures	Library, Arts & Humanities
Permanent Academic Salaries	\$476,478.00	\$1,037,023.00	\$617,998.00	\$364,894.00	\$597,429.00	\$267,682.00	\$3,361,504.00
Permanent Classified Salaries			\$153,203.00	\$377,547.00	\$324,631.00		\$855,381.00
Benefits	\$183,834.00	\$383,981.00	\$356,169.00	\$340,513.00	\$434,364.00	\$106,054.00	\$1,804,915.00
Total Non-Discretionary	\$660,312.00	\$1,421,004.00	\$1,127,370.00	\$1,082,954.00	\$1,356,424.00	\$373,736.00	\$6,021,800.00
PT Faculty	\$110,300.00	\$446,600.00	\$661,900.00	\$159,057.00	\$397,100.00	\$482,500.00	\$2,257,457.00
Classified Hourly			\$10,119.00		\$37,052.00		\$47,171.00
Materials Fees			\$40,285.29				\$40,285.29
Supplies	\$1,729.57	\$3,218.00	\$12,173.00	\$5,650.00	\$36,963.00	\$3,135.00	\$62,868.57
Personal Services	\$550.00		\$18,629.00		\$47,369.00		\$66,548.00
Travel	\$275.00						\$275.00
Dues and Membership	\$165.00			\$300.00		\$220.00	\$685.00
Maintenance Contract/Repairs			\$3,800.00		\$1,723.00		\$5,523.00
Software License					\$1,381.00		\$1,381.00
Rentals					\$2,861.00		\$2,861.00
Other Contract Services				\$54,570.84	\$2,929.00		\$57,499.84
Printing, Postage, Marketing					\$7,560.00		\$7,560.00
Furniture, Fixtures, and Equip.	\$8,250.00		\$14,196.00		\$776.00		\$23,222.00
Books & Periodicals				\$125,954.20			\$125,954.20
Total Discretionary	\$121,269.57	\$449,818.00	\$761,102.29	\$345,532.04	\$535,714.00	\$485,855.00	\$2,699,290.90
Total Budget	\$781,581.57	\$1,870,822.00	\$1,888,472.29	\$1,428,486.04	\$1,892,138.00	\$859,591.00	\$8,721,090.90

BUDGET REQUESTS

A library is not a luxury but one of the necessities of life.

--Henry Ward Beecher

Summary of Requests

Descriptions on next slides

■ 2023-24

- \$240 - \$6,720 –Annual fees for instructional equipment requests:
 - \$2,000 – Book lockers maintenance fee (estimated)
 - \$240 - \$720 – SenSource traffic reporting fee (estimated)
 - \$2,000 – Self checkout licensing fee (estimated)
 - \$2,000 – Self-checkout maintenance fee (estimated)
- Continued support for SAA technology funding requests

■ 2024-25

- \$35,000 – Permanently add equity funds:
 - \$30,243 – Maintain online resources added during pandemic
 - \$4,357 – Maintain extended hours
- \$240 - \$6,720 – Permanently add funds for instructional equipment fees

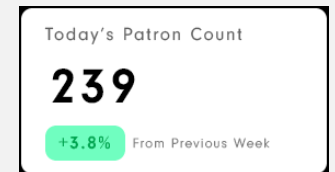
2023-24 REQUESTS

- **\$240 - \$6,720 – Annual Fees for Instructional Equipment Requests (ongoing):**
 - This equipment is standard for 21st Century libraries to streamline processes and expand and improve access for patrons.
 - \$2,000 – Book lockers maintenance fee (estimated)
 - \$240-\$720 – SenSource traffic reporting (estimated)
 - \$2,000 – Self checkout licensing fee (estimated)
 - \$2,000 – Self-checkout maintenance fee (estimated)
- **Continued Support for SAA Technology Funding Requests (ongoing):**
 - Technology lending is crucial for vulnerable students. Demand has remained steady throughout the pandemic and after the return to in-person classes. The Library is working closely with Student Activities & Advocacy, ESL, Enrollment Services, and IT to ensure devices are returned.

2023-24 REQUESTS

INSTRUCTIONAL EQUIPMENT REQUESTS (+ ASSOCIATED FEES)

- **\$4,199 (no maintenance fee) – IVC Outdoor Book Return ([Kingsley Library Equipment](#))**
 - The current outdoor book return at IVC is in disrepair and materials are getting damaged by dampness.
- **\$25,000-27,000 (+ \$2,000 est. annual maintenance fee) – Book Pickup Lockers ([d-tech](#))**
 - Lockers would allow students to pick up library and/or basic needs items outside of regular operating hours.
- **\$895-2,685 (+ \$240 - \$720 est. annual reporting fee) – Occupancy Counter ([SenSource](#))**
 - The library has used 3M gates to track occupancy. These gates are no longer under service contract and will not be physically compatible with the new LRC layout. SenSource is cheaper and provides a cloud based system to monitor peak and non-peak foot traffic times and record facility usage necessary for ACRL, CCCC, and IPEDS annual data surveys. It also provides forecasting to optimize staffing and events.
- **\$2,000 (+ 2,000 est. annual licensing fee and \$2,000 est. annual maintenance fee) – Self-Checkout System ([Bibliotheca](#))**
 - Self-checkout machines afford privacy for students to check out sensitive materials and they can help relieve long lines when the circulation desk is very busy. Purchasing a self-checkout for Fusselman Hall will allow us to test equipment and location to ensure accurate decisions for equipment in the new LRC.



2024-25 REQUESTS

- **\$35,000 – Add Equity Funds to Library Budget (permanent/ongoing):**
 - These funds provide expanded access to resources and services supporting students across both campuses and all instruction modalities. The subscriptions improve breadth and depth of library collections, providing access to local and national newspapers, streaming media, and essential, often overlooked perspectives. Extended hours provide safe and quiet study space as well as access to course reserves, printing, and research help as students prepare for exams.
 - \$30,243 – Renew subscriptions to Black Life in America, Chronicle of Higher Education, Digital Theatre+, EBSCO eBooks, Ethnic NewsWatch, Kanopy, NewsBank, and Projectr EDU.
 - \$4,357 – Maintain extended hours for final exams (15 hours per semester)
- **\$240 - \$6,720 – Add Funds for Annual IEC Fees (permanent/ongoing):**
 - This equipment is standard for 21st Century libraries to streamline processes and expand and improve access for patrons.
 - \$2,000 – Book lockers maintenance fee (estimated)
 - \$240 - \$720 – SenSource traffic reporting fee (estimated)
 - \$2,000 – Self checkout licensing fee (estimated)
 - \$2,000 – Self-checkout maintenance fee (estimated)

QUESTIONS

The only thing you absolutely have to know is the
location of the library.

--Albert Einstein