

# Library

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PRESENTERS:

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# College of Marin's Mission

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College of Marin's commitment to educational excellence is rooted in providing equitable opportunities and fostering success for all members of our diverse community by offering:

- preparation for transfer to four-year colleges and universities
- associate degrees and certificates
- career technical education
- basic skills improvement
- English as a second language
- lifelong learning
- community and cultural enrichment

*The Library supports all areas  
of the College's Mission!*

College of Marin responds to community needs by offering student-centered programs and services in a supportive, innovative learning environment that promotes social and environmental responsibility.

# Opportunity

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2016 Association of College and Research Libraries report shows library contributions to student learning and success in 4 areas:

1. Students benefit from library instruction in their initial coursework.
2. Library use increases student success.
3. Collaborative academic programs and services involving the library enhance student learning.
4. Information literacy instruction strengthens general education outcomes.

# Opportunity

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**Libraries provide opportunities for students to engage with current cultural events via:**

- Access to resources
- Information literacy instruction (Fake news, uncovering “hidden” cultural narratives)
- Safe/quiet space to study



# One Library, Two Locations

## Kentfield Campus

### Academic Year 2016-2017

- Open 54 hours per week
- 115,588 visits
- 53 reference hours
- 144 instruction sessions
- 63 computers
- 93,759 books

## Indian Valley Campus

### Academic Year 2016-2017

- Open 32 hours per week
- 4,087 visits
- 16 reference hours
- 9 instruction sessions
- 25 computers
- 5,022 books

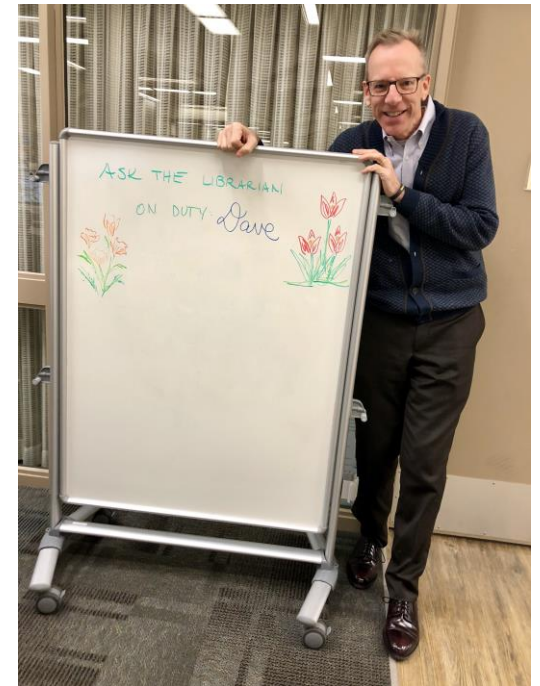
# Summary of Faculty and Staff

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- Administrator: David Snyder
- Administrative Assistant: Eileen Acker
- Dept. Chair/Library Coordinator: John Erdmann and Sarah Frye
- 3.0 FTE Full Time Faculty
- 1.0 Part Time Faculty
- 5.0 FTE Full Time Staff
- 2 Hourlies
- 2 Work Study

## Ongoing Personnel Requests:

- \$8,500 Permanent re-class of two Library Tech I's to Library Tech II's (critical)
- \$8,900 Extended Library Hours before fall and spring final exams (critical)
- 1.0 FTE Classified Staff
- 1.0 FTE Faculty



# Information Literacy Instruction

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Semester	# of Sessions
Fall 2015	77
Spring 2016	74
Fall 2016	79
Spring 2017	65
Fall 2017	77
<i>Spring 2018 (thus far)</i>	53

- 1,488 students receive course-integrated information literacy instruction each semester.
- 69 hours of one-on-one reference instruction per week across both campuses.
- Librarians work with students across all disciplines—ART, BIOL, COMM, COMPASS, COUN, ENGL, ESL, ETST, GEOG, HIST, HUM, IEP, POLS, PSY, RE, SOC, Etc..
- 422 LibGuides for course, subject, and general research help, as well as LibGuides for events, clubs, and more.



# Current Collection

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- **Over 98,781 titles total: KTD (93,759) and IVC (5,022):**
  - Books purchased in the 1970's do not reflect current disciplines/research topics
  - Nearly 53,000 library items have not been checked out since 1996, meaning more than 50% of collection has not left library in two decades
- **Lack of film/streaming database**
- **Lack of tools for collection development**





# Library Collection Goals

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- **\$750,000 multi-year project approved to revitalize Library's Physical collection.**  
**To date, \$260,000 have been allocated to the Library resulting in:**
  - Significant progress updating ESL, CTE, and Science & Technology.
  - COM was the only Marin County Library to see circulation increase over the past year!
- **Augment budget for digital resources (streaming database, Choice Reviews, etc.).**
- **Support Zero Textbook Cost via Course Reserves and Library Textbook Program:**
  - \$12,000 annual funding from ASCOM helps provide Course Reserves for nearly every course.
  - \$30,000 investment yielded approximately 1,000 textbooks for the Library Textbook Program.
  - LTP currently includes 27 courses, serving 800 students in Math, Science, and Social Science.
  - Average \$80,000 savings for students each semester (approx. \$300,000 savings since fall 2014).

# Extended Hours Pilot

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- **20 Additional hours the week before fall final exams, December 4-9, 2017:**
  - Average attendance per hour: 36 students (highest/lowest attendance: 57/15 students)
  - 3-7 research questions per shift (10-60 minutes per question)
  - 142 materials checked out
- **Student feedback: “What do you think about the Library Extended Hours?”**
  - Students need a quiet place to study after 8:00 PM; they can’t get to the Library earlier because of class or work.
  - Students prefer studying in the Library because they do not have a quiet place to study at home. One student told the librarian that he had to study in his car because he didn’t have a good place to study at home.
  - Students said it’s safer and more convenient to study with classmates on campus, rather than off-campus.
  - Many students asked if the Library could be open late during finals week, and on weekends.
  - Many, many students asked if the Library could stay open late on a regular basis!

# Extended Hours Pilot: Student Feedback

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“Yes! Stay open late year round. College libraries must be open late. Where else will we study?”

“LOVE the extended hours. I can’t really focus at home when I do homework and I usually work until 7 or 8 so I can never come to the library so this has been extremely helpful for me! Thank You! Keep extending!! :)”

“Keep library open late all the time 11 pm closing – no where else to study in Marin”

“Thank you, COM Library for extending the hours this week, so we can study for finals!! :) I got really excited about this because I have a hard time studying at home. I always study at the COM library and stay as late as I can. It is a safe environment and a place I can truly get a lot done. I would love if you guys did this more often. It really helps. Thank you again COM Library and also thank you librarians for working late this week so we can have a place to study :)”

“Extended hours ROCK! Thank you so much for this. It helps a lot :) 100”

“This is AMAZING... having more time to study in the library has been incredibly helpful. PLEASE— extend the library hours on a regular basis! Many of my classmates have expressed that we would use the library if it would stay open later in the P.M.”

“YES I really like it. My home is not a good environment to study at and I work during the day after my classes. I like late library!”

# Focus Areas & Planning Agenda

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- **Maintaining basic operations of student services and student learning:**
  - Instruction, circulation, technical services, Library Textbook Program, events, etc..
- **Providing a safe, welcoming space for ALL students:**
  - Update physical and digital collections to meet curricular needs of our learning community.
  - Expand hours so students have reliable space to study.
  - Provide culturally relevant events to engage our learning community.
- **Planning for new Library/LRC Facility:**
  - Librarians should be included throughout the design process!



# Budget Overview: Personnel

Description	2016-17 Adopted Budget	2016-17 Actual	2017-18 Adopted Budget	2017-18 Actual (YTD)	Zero-Base Budget Requests
Permanent Academic Salaries	\$268,563	\$270,063	\$283,583	\$207,992 (YTD)	+1.0 FTE
Permanent Classified Salaries	\$274,041	\$271,181	\$298,694	\$197,144 (YTD)	+1.0 FTE \$8,500 (Library Tech Re-Class)
Benefits	\$232,673	\$257,964	\$256,825	\$179,435 (YTD)	+ 1.0 FTE Classified Benefits +1.0 FTE Academic Benefits
<b>Total Non-Discretionary</b>	<b>\$775,277</b>	<b>\$779,208</b>	<b>\$839,102</b>	<b>\$584,571 (YTD)</b>	<b>\$8,500 (Library Tech Re-Class)</b> Note: New positions are lower priority
Description	2016-17 Adopted Budget	2016-17 Actual	2017-18 Adopted Budget	2017-18 Actual (YTD)	Zero-Base Budget Requests
PT Faculty (units)	\$0	\$57,831	\$0	\$81,165 (YTD)	~\$58,000*
Library Department Chair	\$0	\$7,271	\$0	\$12,618 (YTD)	~\$13,000*
Library Coordinator	\$0	\$13,127	\$0	\$16,452 (YTD)	~\$17,000*
Faculty Overload (see note below)	\$0	\$16,655	\$0	\$3,363 (YTD)	~\$17,000*
Faculty Stipend (see note below)	\$0	N/A	\$0	\$2,099 (YTD)	\$5,700 (Extended Hours)
Classified Overtime (see note below)	\$0	\$557	\$0	\$3,579 (YTD)	\$3,200 (Extended Hours)
Classified hourly (Substitutes, Student Workers)	\$0	\$35,757	\$0	\$33,376 (YTD)	~\$34,000*
<b>Total Discretionary (Personnel)</b>	<b>\$0</b>	<b>\$131,198</b>	<b>\$0</b>	<b>\$152,652</b>	<b>~\$147,900</b>
<i>Total Non-Discretionary Personnel Budget Requests Included in Zero-Base Budget Exercise</i>					<i>\$8,900 (Extended Hours)</i>
<i>Total Non-Discretionary Budget Requests Not Included in Zero-Base Budget Exercise</i>					<i>~\$139,000 (See Note Below)*</i>

# Budget Overview: Discretionary (Other)

Description	2016-17 Adopted Budget	2016-17 Actual	2017-18 Adopted Budget	2017-18 Actual (YTD)	Zero-Base Budget Request	Increase from 2017-18 Adopted
Discretionary (Personnel)	See Slide 13	See Slide 13	See Slide 13	See Slide 13	See Slide 13	See Slide 13
Books and Media (Physical)	\$25,000	\$25,083	\$25,000	\$19,441 (YTD)	\$50,000	\$25,000
Periodicals (Physical)	\$6,000	\$6,371	\$6,000	\$6,288 (YTD)	\$6,300*	\$300
Databases and Electronic Subscriptions	\$45,000	\$40,738	\$48,877	\$27,222 (YTD)	\$60,000	\$11,123
Travel and Conferences	\$350	\$0	\$350	\$79 (YTD)	\$500	\$150
Dues and Memberships	\$150	\$150	\$150	\$150 (YTD)	\$200	\$50
Contract Services (MARINet and 3M)	\$43,500	\$52,546	\$52,145	\$54,670 (YTD)	\$58,000	\$5,855
Supplies (General)	\$5,000	\$7,413	\$5,000	\$10,659 (YTD)	\$7,000	\$2,000
Furniture and Fixtures--NEW*	\$0	\$1,352	\$0	\$0	\$2,500	\$2,500
<b>Total Discretionary (Other)</b>	<b>\$125,000</b>	<b>\$133,653</b>	<b>\$137,522</b>	<b>\$118,509 (YTD)</b>	<b>\$184,500</b>	<b>\$46,978</b>
<i>IEC/Block Grant (books, supplies, furniture)</i>	<i>\$210,000</i>	<i>\$174,712</i>	<i>\$40,913</i>	<i>\$81,763 (YTD)</i>	<i>\$178,500 (\$55,000**)</i>	<i>N/A</i>

# Programmatic Needs

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## Personnel Requests

- \$8,500/year – Permanent re-class of two Library Tech I's to Library Tech II's (critical)
- \$8,900/year – Permanent funding for Extended Library Hours (20 hours during fall and spring semesters) (critical)
- 1.0 FTE Classified Staff
- 1.0 FTE Faculty

## Zero-Base Budget Exercise

- \$11,123/year – Databases (annual increases, streaming database, Choice)

## Institutional Equipment (IEC) Requests\*

- \$490,000 (1x Divided over 3 years) – Library books (critical)
- \$8,500 (1x) – Shelving and furniture to revitalize IVC Library





# Summary

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- ✓ Library supports all areas of the College's mission
- ✓ PLEASE include librarians in planning for new LRC!
- ✓ Prioritized programmatic needs:
  - ✓ Re-Class Library Tech I's (immediate) and Adequate Staffing
  - ✓ Extended Hours
  - ✓ Collection Revitalization
  - ✓ Augment Database/Electronic Subscription Budget

