

LIBRARY PRAC PRESENTATION

March 26, 2019

Sarah Frye, Library Department Chair/Coordinator

PRAC GUIDING PRINCIPLES

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

--Frederick Douglass

- All recommendations must be *student centric*, meaning that they should not only impact the least 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 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 MISSION

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

--Malcolm X

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.

<http://policies.marin.edu/library>

LIBRARY OVERVIEW: INSTRUCTION / STUDENT SERVICES

KENTFIELD CAMPUS

Academic Year 2017-2018

- Open 54 hours per week
- 116,792 visits
- 53 reference hours
- 151 instruction sessions
- 63 computers
- 95,383 books
- 19,399 check-outs:
 - General Collection: 3,882
 - Course Reserves: 15,517

INDIAN VALLEY CAMPUS

Academic Year 2017-2018

- Open 32 hours per week
- 4,087 visits
- 16 reference hours
- 11 instruction sessions
- 25 computers
- 5,927 books
- 959 check-outs:
 - General Collection: 811
 - Course Reserves: 148

LIBRARY OVERVIEW: PERSONNEL

- Administrator: David Snyder
- Administrative Assistant: Eileen Acker
- Dept. Chair/Coordinator: Sarah Frye
- 3.0 FTE Full Time Faculty
- 1.0 Part Time Faculty
- 5.0 FTE Full Time Staff

ONGOING PERSONNEL REQUESTS

- \$3,660 Extended Library Hours (15 hours during Dead Week in fall/spring) critical
- \$10,000 Classified Hourly Subs critical
- 1.0 FTE Classified Staff
- 1.0 FTE Faculty

BUDGET OVERVIEW: PERSONNEL

Description	Funding Source	2018-19 Adopted	Budget Transfers	2018-19 Adjusted
Permanent – Academic Salaries	General Fund	\$282,083	\$0.00	\$282,083
Permanent – Classified Salaries	General Fund	\$320,483	\$0.00	\$320,483
Benefits	General Fund	\$258,230	\$0.00	\$258,230
Total Non-Discretionary		\$860,796	\$0.00	\$860,796
Description	Funding Source	2018-19 Adopted	Budget Transfers	2018-19 Adjusted
PT Faculty (units)	General Fund	\$0.00	\$110,000	\$110,000
Classified Hourly (subs, students)	General Fund	\$0.00	\$0.00	\$0.00
Classified Overtime	General Fund	\$0.00	\$0.00	\$0.00
Total Discretionary (Personnel)		\$0.00	\$110,000	\$110,000

BUDGET OVERVIEW: DISCRETIONARY (OTHER)

Description	Funding Source	2018-19 Adopted	Budget Transfers*	2018-19 Adjusted
Books and Media (Physical)	General Fund	\$ 25,000	(\$10,302)	\$ 14,698
Periodicals (Physical)	General Fund	\$ 6,000	\$0	\$ 6,000
Library Books – Electronic (Databases)	General Fund	\$48,877	\$3,217	\$52,094
Software Licensing Fees	General Fund	\$1,000	(\$1,000)	\$0
Travel and Conference	General Fund	\$350	(\$241)	\$109
Dues and Memberships	General Fund	\$150	\$0	\$150
Contract Services (MARINet, 3M)	General Fund	\$ 51,145	\$9,782	\$60,927
Supplies (General)	General Fund	\$5,000	(\$1,455)	\$3,545
Furniture, Fixtures, Equipment	Categorical Funds (Annual Giving) /12600 account	\$273	\$0	\$273
Library Books	Categorical Funds (PPIS) /12429 account	\$0	\$13,859	\$13,859
Library Books	Categorical Funds /12600 account	\$1,377	\$0	\$1,377
Total Discretionary (Other)		\$139,172		\$153,032

THREE YEAR VISION

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

--Anne Herbert

In three years, the Library will be preparing to move into a new building!

- **Maintain core functions during KTD construction phase:**
 - Instruction, circulation, technical services, Library Textbook Program, events, etc..
- **Provide safe, welcoming space for ALL students during KTD construction phase and in new building:**
 - Expand hours so students have reliable study space.
 - Offer culturally relevant events to engage our learning community.
 - Update/maintain physical and digital collections to meet curricular needs of our learning community and ensure equitable access.
 - If you build it, they will come! Ensure adequate faculty/staffing for new facility.

BUDGET REQUESTS



BUDGET REQUESTS

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

--Henry Ward Beecher

Must have to function:

- \$13,201/year – Contract Services (annual increases)*
- \$5,822/year – Library Books–Electronic (annual increases)*
- \$10,000/year — Course Reserves*
- \$10,000/year—Classified Hourlies (subs and additional hours)
- \$3,660/year – Extended Hours
- **Total: \$42,683/year**

Would greatly aid ability to function:

- \$5,000/year – Kanopy Database (ASCOM?)
- **Total: \$5,000/year**

Would be helpful:

- \$488/year – ESL Saturday
- \$9,500 – Shelving/Furniture for IVC Library (one-time/IEC?)*
- **Total: \$488/year, \$9,500 one-time**

Can wait at least another year:

- \$20,000/year – Add to Book Budget for Collection Revitalization*
- \$2,500/year – Events Budget
- \$2,000/year — Marketing (working with Reprographics)
- \$649/year – Choice Online
- 1.0 FTE – Classified Staff
- 1.0 FTE – Faculty
- **Total: \$25,149/year + 2-positions**

REQUESTS: PERSONNEL

- **Classified Hourly Subs (must-have)**
 - The Library consistently requires around \$10,000 extra per year for subs due to absences and/or additional staffing as needed
- **Extended Hours (must-have)**
 - 15 Additional hours the week before fall final exams during fall + spring semesters (closing at 11pm vs. 8pm, Mon.-Thurs.)
 - Staffed by 1 Faculty Librarian and 1 Library Technician (15-hours each)
 - 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!

REQUESTS: RESOURCES

- **Maintain and Expand Print and Digital Resources**

- Cover annual database and MARINet cost increases (must have)
- Add Kanopy film streaming database, and other digital resources as necessary
- **Value:** Equitable access. Online resources ensure equitable access for DE students, and simultaneous/after-hours use for ALL students.

- **Support Zero Textbook Cost (ZTC) Initiative**

- Update/maintain Course Reserves until COM goes fully ZTC (must have)
- Maintain Library Textbook Program until COM goes fully ZTC
- Partner with ZTC to gain funding for ZTC Librarian
- **Value:** Lower costs for students ensure equitable access while helping increase student success rates.

- **Revitalize Physical Collection**

- Resources should be student-centric; equity-minded; focused on protecting and improving teaching and learning; and responsive to our diverse community.
- Multi-year project approved in 2017 to revitalize physical collection; to date, \$273,859 of \$750,000 has been allocated
- Recent focus areas: ESL, CTE, Science & Technology
- **Value:** Ensure equal representation within the collections, and maintain/increase circulation of COM materials.

BUDGET REDUCTION RECOMMENDATIONS

I have found that the most valuable thing in my wallet is my library card.

--Laura Bush

Reduction Recommendations:

- \$2,121/year - CQ Researcher Database
- \$2,000/year – Reduce funding for Course Reserves
- \$3,674/year – Remove 3M Security Gates (tentative)*
- **Total: \$7,795/year**

QUESTIONS

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

--Albert Einstein