

LIBRARY PRAC PRESENTATION

November 24, 2020

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: David Snyder
- Administrative Assistant: Eileen Acker
- 3 Units Department Chair: Sarah Frye
- 4.5 Units Coordinator: Sarah Frye
- 3.0 FTE Full Time Faculty
- 11.58 Part Time/Overload Units
- 5.0 FTE Full Time Staff
- 9 Federal Work Study Students

LIBRARY OVERVIEW: INSTRUCTION / STUDENT SERVICES

KENTFIELD CAMPUS

Academic Year 2019-2020

- Open 54 hours per week
- 135,983 visits
- 53 reference hours
- 1,546 reference questions
- 115 instruction sessions
- 67 computers
- 75,878 books (now 58,212)
- 13,281 check-outs:
 - 4,865 General Collection
 - 8,416 Course Reserves

INDIAN VALLEY CAMPUS

Academic Year 2019-2020

- Open 32 hours per week
- 8,060 visits
- 22 reference hours
- 2 instruction sessions
- 32 computers
- 7,901 books (now 8,140)
- 2,788 check-outs:
 - 2,600 General Collection
 - 188 Course Reserves

RECENT ACCOMPLISHMENTS

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

--Frederick Douglass

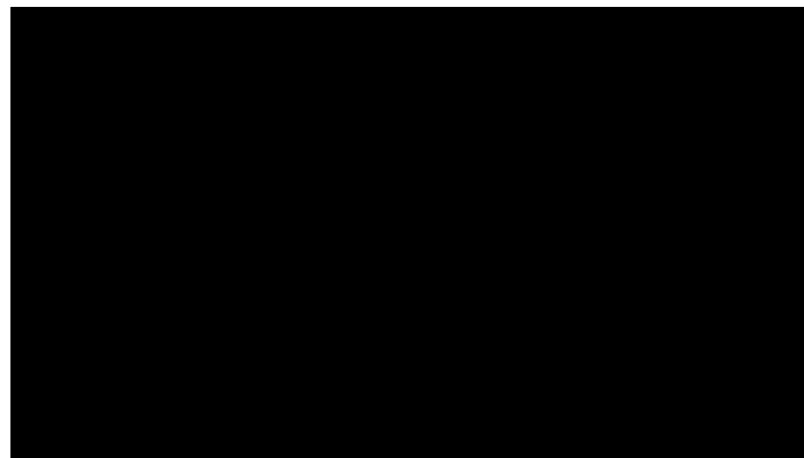
KTD Library Move to Fusselman Hall:

- **Completion of major weeding project:**
 - 98,573 items in AY 2018-19:
 - 79% published before 2000
 - 15% published 2000-2010
 - 7% published after 2010
 - 58,212 items as of November 2020:
 - 75% published before 2000
 - 15% published 2000-2010
 - 10% published after 2010
- **Currently 30% through inventory project:**
 - Many missing and/or non-cataloged items.
 - Accuracy will help accessibility and prevent overpaying on consortium fees
- **Maintained core functions during move/Shelter-In-Place:**
 - Instruction, circulation, technical services, Library Textbook Program, events, etc..

WHILE YOU WERE SHELTERING...



Video!
→



FIVE YEAR VISION



- Continue core functions with focus on equity and access during temporary housing in Fusselman & Online Learning:
 - Instruction, circulation, technical services, Library Textbook Program, events, etc..
- Coordinate with Basic Needs and IT to transition circulation of laptops and WiFi hotspots to library by fall 2021
- Permanently Establish COMMon Read Program
- Complete inventory project
- Establish on-going weeding plan
- Migrate to Radio Frequency Identification (RFID)* for improved long-term collection management
- Coordinate with design team and adjacent departments to ensure safe, welcoming space for ALL students in new LRC:
 - Develop IT Help Desk within Library
 - Establish sufficient quiet/group study areas
 - Continue offering culturally relevant events
 - 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/structures for new building with expanded hours
- Move into new LRC in 2025 and expand/revitalize print collection to 75,000 items.

BUDGET OVERVIEW

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

--Anne Herbert

BUDGET OVERVIEW: PERSONNEL

Description	Funding Source	2019-20 Adopted	Budget Transfers	2019-20 Adjusted
Permanent – Academic Salaries	General Fund	\$309,123.00	\$3,563.33	\$312,686.33
Permanent – Classified Salaries	General Fund	\$345,781.00	\$4,923.05	\$350,704.05
Benefits	General Fund	\$291,089.00	\$0	\$291,089.00
Total Non-Discretionary		\$945,993.00	\$8,486.38	\$954,479.38

Description	Funding Source	2019-20 Adopted	Budget Transfers	2019-20 Adjusted
PT Faculty (units)	General Fund	\$	\$	\$41,499.20
PT Classified Salary (student)	General Fund	\$0	\$7,755.62	\$7,755.62
PT Classified Salary (non-student)	General Fund	\$0	\$2,244.38	\$2,244.38
Total Discretionary (Personnel)		\$	\$	\$

BUDGET OVERVIEW: DISCRETIONARY (OTHER)

Description	Funding Source	2019-20 Adopted	Budget Transfers*	2019-20 Adjusted	2020-21 Adopted
Books and Media (Physical)	General Fund	\$25,143	\$5,000	\$30,143	\$37,000
Periodicals (Physical)	General Fund	\$6,000	\$0	\$ 6,000	\$6,000
Library Books – Electronic (Databases)	General Fund	\$48,877	\$11,373	\$60,250	\$59,350
Software Licensing Fees (Kanopy)	General Fund	\$1,000	\$6,800	\$7,800	\$1,000
Travel and Conference	General Fund	\$350	\$0	\$350	\$350
Dues and Memberships	General Fund	\$150	\$20	\$170	\$150
Contract Services (MARINet, 3M)	General Fund	\$51,145	\$9,527	\$60,672	\$60,672
Supplies	General Fund	\$5,000	\$0	\$5,000	\$5,000
Food and Related Supplies (Events)	General Fund	\$0	\$190	\$190	\$0
Furniture, Fixtures, Equipment	Categorical Funds (Annual Giving) /12600 account	\$273	\$0	\$273	\$0
Total Discretionary (Other)		\$137,938	\$32,910	\$170,848	\$169,522

BUDGET REQUESTS

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

--Henry Ward Beecher

Thank you, PRAC, for increasing the Library budget for 2019-20!

2020-21

- \$10,000 – COMmon Read Program
- 2 Units – ZTC Librarian for 1-2 years
- Total: \$10,000 + 2 Units

2021-22:

- \$16,105 – Sustain New Library Databases
- \$0 - \$10,000 – Contract Services (MARINet and RFID technology*)
- \$4,000 – Convert Library Technician II to Library Technician III
- \$4,148 – Extended Hours for Finals & ESL Saturday
- Total: **\$24,253 - \$34,253**

2022-26:

- 1.0 FTD – Library Director
- 1.0 FTE – Additional KTD Faculty Librarian
- \$11,000 – Library Databases (estimate)
- \$23,000 – Add to Book Budget for Collection Revitalization
- IT Help Desk in new LRC

See Notes Section Below!

REQUESTS: PERSONNEL

■ **\$4,000 - Convert Library Tech II to Library Tech III* (2021-22)**

- From 2015-2017, the Library had two Library Technician III positions: One to oversee Technical Services and one to oversee Circulation. One LT III position was vacated in January 2017 and rehired as LT II. At the time, we thought this would suffice, however the current LT III, Karen McSween, has been carrying the weight of two LT IIIs. We would like to elevate an existing LT II to LT III to provide leadership for Circulation, freeing Karen to provide dedicated leadership in Technical Services.
- **Value:** Creating a more balanced and equitable workload among Library Technicians

■ **1.0 FTE -- Library Director (2022-26)**

- The library needs a dedicated, MLS qualified Library Director rather than an administrator who oversees the library as an extra duty. This position would oversee the daily functions of the library, provide evaluations and guidance for Library Technicians and librarians, and provide the necessary advocacy and leadership as we prepare to move into the new LRC. This position would also guide the library in expanding both instruction and services with a focus on equity and supporting [COM's five institutional SLOs](#), particularly information literacy.
- **Value:** Dedicated, MLS leadership to provide stability at a period of transition and growth for the Library and the College.

REQUESTS: PERSONNEL

- **1.0 FTE – KTD Faculty Librarian (2022-26)**
 - The KTD library currently has two full-time faculty librarians and four adjunct faculty librarians providing 53 hours of reference instruction per week (31 hours full-time and 24 hours adjunct) as well as an average of 50-75 instruction sessions per semester. Librarians felt stretched thin to keep up with demand in the former LRC. We think we will be able to get by with this level of staffing during temporary housing in Fusselman Hall, however with the opening of the new LRC, we hope and anticipate that student contact with librarians will increase. We would like to convert some of our adjunct units into a third full-time position while retaining some units for adjunct instruction in the evenings.
 - **Value:** Improved access to information literacy instruction for all COM students.

REQUESTS: UNITS

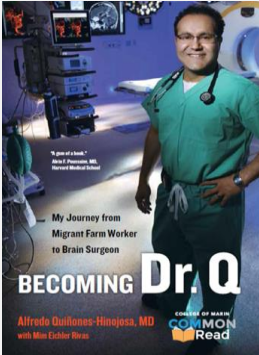


Zero Textbook Cost Program

■ 2 Units - Zero Textbook Cost Librarian (2020-21)

- The library has long provided zero cost textbook options for students through our collection of Course Reserves and the [Library Textbook Program \(LTP\)](#). Some students rely entirely on the library for textbook access. While these resources provide tremendous savings to students, and we hope to sustain them as long as possible, we recognize a building momentum towards OER and other ZTC options. We would like units to establish a formal partnership between the Library and the [Zero Textbook Cost](#) team to support faculty in providing quality materials for students.
- **Value:** “The dramatic increase in the cost of textbooks has created equity and accessibility barriers for students. The College of Marin is actively addressing these through the Zero Textbook Cost Program (ZTC).”

REQUESTS: RESOURCES



- **\$10,000 - Permanently Establish COMmon Read Program (2020-21)**
 - \$10,000 will provide 1,000 books per year for students who wish to participate, as well as funding for marketing, speakers and refreshments for events. Please help ensure the ongoing success of this program!
 - **Previous events:**
 - [COMmon Read 2015-2016 - Becoming Dr. Q](#)
 - [COMmon Read 2017-2018 – Hidden Figures](#)
- **Value:** Excellent way to engage our entire COMmunity in learning and conversations around equity and [racial justice](#). Promotes literacy and community across both campuses and provides rich opportunities for interdisciplinary connections and collaborations.



REQUESTS: RESOURCES

The Kanopy logo, featuring the word "kanopy" in a white, lowercase, sans-serif font on a black background, with three horizontal bars (red, orange, yellow) below the text.The Digital Theatre+ logo, featuring the words "DIGITAL THEATRE+" in a white, bold, sans-serif font on a black background.The Chronicle of Higher Education logo, featuring the words "THE CHRONICLE" in a white, bold, sans-serif font and "of Higher Education" in a smaller, white, sans-serif font on a black background.The MARINet logo, featuring a green stylized mountain graphic to the left of the word "MARINet" in a bold, sans-serif font, with "LIBRARIES OF MARIN" in a smaller font below it.

- **\$16,105 – Sustain New Library Databases (2021-22)**
 - Cover annual database and MARINet cost increases, an average of 3-5% each year.
 - Maintain recently added databases (including [Kanopy](#), [EBSCO eBooks](#), [Digital Theatre+](#), and [The Chronicle of Higher Education](#)) which support learning across the curriculum.
 - **Value:** Equitable, measurable access. Online resources ensure equitable access for DE students, and simultaneous/after-hours use for ALL students, particularly during the move to online instruction as a result of the Marin County Shelter In Place/Risk Reduction orders.

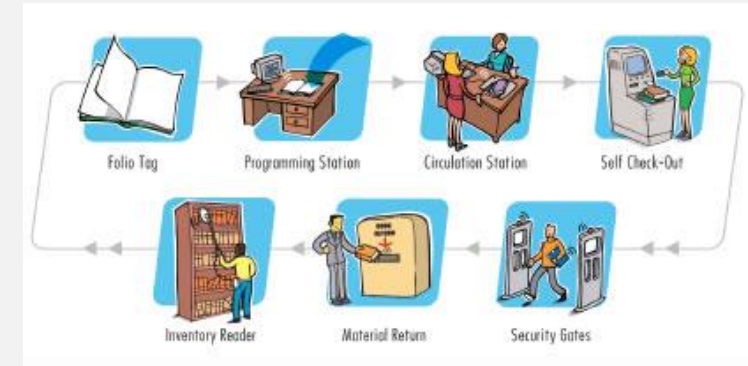
- **\$0 to \$10,000 – MARINet Membership and RFID Technology (2021-22)**
 - *MARINet will be developing budget estimates in the coming months.*
 - Cover annual cost increase for MARINet membership, an average of 3-5% each year.
 - **Value:** [MARINet](#) provides access to over 1.2 million additional items through the Marin County Public Libraries and Dominican University. A portion of our MARINet membership provides access an additional 11.1 million items through [LinkPlus](#), a consortium of public and academic libraries across California and Nevada.

- Support the move to Radio Frequency Identification (RFID): wireless technology for passing information between systems.
- **Value:** See next slide!

REQUESTS: RESOURCES

■ RFID and Collection Revitalization (2021-26)

- Transitioning to RFID will promote better access, utilization, and reporting of collections by helping with inventory. It will also keep COM in step with all other libraries in the MARINet consortium.*
- As you saw on slide 6, the COM library's physical collection is undergoing a major transformation. Physical resources should be student-centric, equity-minded, focused improving teaching and learning, and responsive to our diverse community. A multi-year project was approved in 2017 to begin revitalizing the physical collection; to date, \$273,859 of \$750,000 has been allocated. We will not have space to grow the collection during temporary housing, however we will want to resume in the new LRC. Recent focus areas: ESL, CTE, Science & Technology, racial justice.
- **Value:** Maintain/increase circulation of physical materials and ensure equitable representation within print collections.



About Radio Frequency Identification (RFID):

- Technology that collects, uses, stores, and broadcasts data.
- Reduces time required to perform Circulation operations. This would reduce lines, which will be helpful in the entrance to Fusselman Hall.
- Provides security for collection.
- Enables efficient inventory.
- Can partner with self-checkout machines, enhancing privacy by allowing users to check out materials independently.
- Includes: Tags, tag readers, computer hardware (such as servers and security gates), and RFID-specific software (such as RFID system-administration programs, inventory software, etc.).
- Data is encrypted.
- Joining at the same time as MARINet would provide cost-savings and implementation support.*
- [RFID and Libraries](#)
- [RFID in Libraries: Privacy and Confidentiality Guidelines](#)
- [Top 10 Reasons Why Canadian Public Libraries Implement RFID](#)

QUESTIONS

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

--Albert Einstein