

Library Department

AUP for Academic Year 2025-2026

October 2024

Describe Department/Unit

Connection to College Mission

The library's mission is to support the college's educational programs and diverse communities by providing quality services, instruction, and collections that will: Ensure access by all Learning Resource Center users to current, quality information regardless of format; Facilitate the integration of new technologies into research, teaching, and learning; Provide appropriate technology and information resources to enhance user access and to expand student educational opportunities; Provide an environment conducive to discovery, student engagement, and self-learning.

The library department's Administrative Unit Outcomes (AUOs) are:

- Provide materials and services that support the college's programs and the research interests of students, staff, and faculty
- Provide an environment that supports and fosters student engagement and learning, and faculty teaching and research
- Provide Information Competency instruction across multiple modalities

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

- Hired 2 bilingual adjunct librarians to develop library services in Spanish.
- Distributed a First Generation LRC Newsletter (via snail mail) to all 1st Gen students to promote Library & Learning Center services.
- Continued to support OER adoptions through strong library participation in the college's ZTC grant.
- Worked with IR on a data study to disaggregate student library usage of online resources (First time ever!)
- Expanded Alma-D Digital Text Reserve collection.
 - *FY 24 (July 2023 - June 2024)
 - Titles Digitized: 105
 - Title Views: 13,549
 - Chapter Views: 27,801

LIBR Course Success Rates (Gaps) in AY 23/24:

- 1st Generation Students: 65% success rate versus 80% non 1st Generation.
- African American and Hispanic: 10% lower than White student success rates.
- American Indian: 25% success rates (though only a single measure count).
- ISEP/Rising Scholars: 58% success rate versus 73% non-rising scholar success rate.

EZProxy Data Gaps (Student usage of online library resources like databases and eBooks) AY 22/23:

- 27% of students accessing library eCollections are male (versus 44% college-wide)
- 4% of students accessing library eCollections are African American (versus 7.5% college-wide)

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

None Taken

Outcomes Assessment: Results of Last Year's Assessments

LIBR C111 SLO Assessment: Spring 2024

PLO Assessment: Spring 2024

Target Met?

Yes

Outcomes Assessment: Missed Targets

Provide materials, services, and library instruction that support the college's programs and research interests of students, staff, and faculty

Type:

AUO

Target Missed/Gap Detected:

Target was met; however, with no ESCC adjunct librarian and with Dual Enrollment expanding, there is a recognized gap in library coverage and support at ESCC and within Dual Enrollment

Type of Gap:

Limited capacity/infrastructure.

Analysis and Plan for Improvement:

Increased outreach to ESCC and Dual Enrollment students, staff, and faculty.

Anticipated Semester for Implementing Planned Improvements:

Fall and Spring 24/25

Anticipated Semester of Next Assessment:

Spring 2025

Outcomes Assessment: Schedule of This Year's Assessments

None

Program Review

Library

Year of Last Program Review:

2023

Actions Taken in the Prior Year to Address Strategies:

Strategy: Develop digital Reserve collection via the Alma D platform

- Titles Digitized: 105
- Title Views: 13,549
- Chapter Views: 27,801

Strategy: Address service gap at ESCC by increasing library supports, hiring an adjunct librarian, and making site visits to increase outreach.

- A librarian visited ESCC during spring semester to meet with director and discuss the ESCC LRCs.
- Embedded/sZoom library instruction was scaled out to a new course/new faculty (HIST).
- Library staff visited the ESCC LRCs in May to inventory the collections.

Strategy: Scale out/stabilize library support for ISEP

- Coordinated efforts by the EK librarian to enroll ISEP students in the Library Services Canvas.
- New resources added, in collaboration with ISEP faculty.
- In-person workshops offered at each yard.
- Development of Core Academic collections at each yard.

Strategy: Develop a data collection and analysis plan that measures student engagement with the library and analyzes the relationship between engagement and success.

- EZproxy data disaggregated for the first time to gain a better understanding of students accessing library collections.

Strategies Still to be Addressed:

Strategy: Scale out library instruction to meet Information Competency ILO by targeting gateway courses and coordinating more intentional library instruction across programs.

Last Year's Initiatives

Curate a Historical Archive of Cerro Coso History

Historical Archive was curated and promoted during the college's 50 Year celebrations to the amusement and enrichment of all who participated.

Develop an eReserve/eText Collection

Alma-D was purchased; textbooks have been scanned (as part of ongoing efforts to maintain collection currency); student usage has been astronomical; training and outreach to faculty is ongoing.

Build Spanish-language versions of Library Supports

2 bilingual adjuncts were hired and have been busy developing library services in Spanish, including LibGuides, collections, and workshops. Zoom reference in Spanish is being promoted. Adjuncts are working closely with Prof. Guevara to target library supports to students enrolled in the Spanish CHDV certificate.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

ZTC Library Support

CDCP "Research Skills" Exploration

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Assess feasibility of scaling out library supports to Early College program

Is this part of a multiyear initiative?

No

Specific Action Steps to be Taken:

The college has seen a 70% rise in Dual Enrollment in the last 5 years, with 1456 unique headcounts last year. There are many challenges in scaling out equitable library services and instruction to these students. The library will conduct a feasibility study to evaluate gaps, challenges, and resources required to meet the growing demand of dual/concurrent/Early College library patrons:

- Distribute a library needs survey to Early College instructors;
- Collect data on Early College students: programs and pathways they're enrolled in (to see percentage of students taking a LIBR course);
- Develop a plan for scaling out library services to Early College students and faculty.

Early Observational Data, or "Lead" Measure(s):

Survey feedback received from Early College instructors;

Data collected on Early College pathway trends;

Plan developed.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Early College instructors connect their students to the college library and liaise with librarians on information competency activities.

Increase in LIBR C100 enrollment among Early College students.

Person Responsible:

Librarians, Director of Early College, LA&S Dean

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity, It addresses a 2- or 5- year program review strategy, It addresses a Guided Pathways practice

Support ZTC Grant Efforts

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

- Provide training and support to faculty adopting OERS/ZTC programs
- Continue to increase digitized textbook collection, for courses with no OER substitutes
- Inventory and evaluate current OER adoptions to ensure appropriate licensing

Early Observational Data, or "Lead" Measure(s):

Library supports provided to faculty in programs developing ZTC pathways

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Increase in ZTC programs.

Decrease in non-compliant OER adoptions

Person Responsible:

Librarians, Faculty, Library Technicians, Deans & Directors

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity, It addresses a Student Equity and Achievement Plan goal

Evaluate Resource Needs

Facilities

- New water fountain with filtered water bottle filling option

Information Technology

We'd like to equip one of the student meeting rooms with some presentation technology:

Epson Short-throw projector with smart pen technology: **\$1500**

Marketing

Library marketing and outreach supply budget: **\$1,000**

Department chairs were advised to include a budget for outreach/marketing supplies for: fliers, pamphlets, social media efforts, and outreach swag for department-specific outreach

Professional Development

With travel restrictions lifted post-COVID, and with categorical funding a potential option, we'd like to send 1 librarian to a conference to maintain professional currency.

Librarian conference travel to either ACRL, ALA, CLA, or equivalent: **\$3500**

Other Needs

- 5300 - CCL: **\$150**.
- 5650 - OCLC: **\$600** (assuming a 5% increase, rounded up).
- 6310 - Books: **\$27,000** (\$25k for IWV/online, \$2k for ISEP). With the library now offering an online textbook reserve to support the college's ZTC and OER efforts, increased book funding is ongoing. With "core academic collections" developed at ISEP, \$2k is being requested for ongoing development and maintenance.
- 6311 - Databases: **\$65,850** (assuming a 5% increase and that CTE isn't paying for Statista, etc.)
- 6311 - Choice subscription: **\$585** (assuming a 5% increase).
- Site Travel to ESCC: **\$2000** (With an ongoing gap in library coverage at ESCC, regular travel is required to participate in outreach events and inventorying efforts).
- Library Banners for ESCC LRCs (with zero librarian presences at ESCC, Kim has proposed the library create prominent library banners to hang on the LRC walls promoting library services): **\$400**
- Art display pedestals for permanent displays in the library (built by Tanner McGuire, VPA): **\$1,000**

Staffing Requests

1000 Category - Certificated Positions

Adjunct Librarians

Location:

CC Online, ESCC Bishop, ESCC Mammoth Lakes

Justification:

- Justification: BESCC: **\$8640** (4.5 hours per week x 32 weeks)
- MESCC: **\$8640** (4.5 hours per week x 32 weeks)

We have an ongoing gap in on-site librarian coverage at ESCC and will continue to advertise and seek qualified adjuncts to equitably serve students at ESCC.

- Online: **\$8640** (4.5 hours per week x 32 weeks)

With an increase in Zoom workshops and embedded librarian demands, an online librarian is staffed to help support the needs of the department

- Online (Spanish-speaking): **\$19,200** (8 hours per week x 40 weeks)

The Child Development Department works closely with the library to include embedded librarians in certain courses, encourage students to attend the Zoom Workshops, etc. With our CHDV Associate Teacher COA in Spanish enrollments increasing, we have hired and trained 2 bilingual librarians who are working to develop supports for Spanish-speaking students. Specific supports being offered include:

- Libguides / ancillary supports such as How To guides for doing research, citing in APA, etc (in Spanish).
- librarian support for the OERs and other learning materials in Spanish (curation, review, etc.).
- Zoom workshops, APA, resource and research supports.
- Collection development.

- LIBR C100 is an advisory for all our CHDV courses. The course should be offered in Spanish to support the students completing the Associate Teacher COA in Spanish.

2000 Category - Classified Staff

Library Technician I

Location:

Ridgecrest/IWV

Salary Grade:

36.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$3,066.85/mo.

Justification:

The library has expanded its services and programming to include:

- Online Text Reserve: This requires time-intensive scanning and digitization of textbooks for which there are no OER equivalents. The demand for digitized textbooks and other library material not available as eBook will continue to increase as more programs are moving towards ZTC.
 - Textbook digitization requests are coming in faster than current staff can complete them.
 - The influx of new textbooks each semester requires technical processing in Primo (cataloging platform) and staff are behind schedule in processing. With more widespread adoption of ZTC programs, the demand for library procurement and processing of textbooks is set to increase dramatically.
 - Currently, the digitized textbooks are not %100 accessible (alt text for images, etc.). With the district's new Accessibility Initiative, these will all need to be checked for accessibility, which is a task far beyond the capacity of the existing FT staff in terms of time and resources required.
 - Zoom Workshops: The library's Zoom Workshop program requires tech support to schedule, manage registration, collect and distribute attendance lists, follow up with participants, and troubleshoot, including evening support.
 - LibGuide and Website maintenance: The Libguide platform allows librarians to curate course-specific guides of books and articles from the library collections. This requires tech support to enter data into the guides and maintain the links. Demand for course Libguides is increasing as faculty are requiring students to use library databases instead of the open web to curb student reliance on AI.
 - A complete inventorying of current Libguides to check links and ensure consistency of assets across the platform has not been done since we procured the platform.

These functions and programs are brand new and current staff are unable to take on all of these additional projects in addition to their current job responsibilities.

Without additional classified support, the library's ability to provide equitable access to collections, services, and programs regardless of location or means of delivery will be diminished, which is an integral piece of accreditation.

The library staff rely on student workers to help with the needs of the department; however, this isn't a long-term or viable solution.

AUP Budget Worksheet for Library, FY25

Fund	Org Description	Account Description	Program Title	Location	2024		2025		Notes	Increase?	In planning document	If requesting increase of %5 or more		
					Adopted Budget	Actual Expenses	Adopted Budget	Request				Data?	Relevance?	Operational Efficiency?
GU001	CC-Library	Acad Emp - Non-Inst Non Cont	Library	CB	\$ 8,640.00	\$ -	\$ 8,640.00	\$ 8,640.00	Gap of librarian coverage at ESCC	no				
GU001	CC-Library	Acad Emp - Non-Inst Non Cont	Library	CM	\$ 8,640.00	\$ -	\$ 8,640.00	\$ 8,640.00	Gap of librarian coverage at ESCC	no				
GU001	CC-Library	Acad Emp - Non-Inst Non Cont	Library	CD	\$ -	\$ 1,800.00		\$ 8,640.00						
GU001	CC-Library	Acad Emp - Non-Inst Non Cont	Library	CI	\$ 8,640.00	\$ 21,732.00	\$ 19,200.00	\$ 19,200.00	Adjunct librarian for online workshops and embedded work	yes	AUP	Increase in Zoom workshops, embedded, LibGuides	Scaling equitable library services online	Adjunct coverage necessary to serve department needs with only 3 full time librarians for entire college
GU001	CC-Library	Acad Emp - Non-Inst Non Cont	Library	CL	\$ -	\$ 1,800.00			Bilingual adjuncts for Spanish-speaking adjunct library services	no				
GU001	CC-Library	Class Non-inst Overtime	Library	CI	\$ -	\$ 228.51								
GU001	CC-Library	Non-Inst Supplies & Materials	Library	CT	\$ 1,570.00	\$ 1,507.83	\$ 100.00	\$ 100.00	Supplies needed for Tehachapi LRC	no				
GU001	CC-Library	Non-Inst Supplies & Materials	Library	CM	\$ 50.00	\$ 46.71	\$ 50.00	\$ 50.00	Supplies needed for MESCC LRC	no				
GU001	CC-Library	Non-Inst Supplies & Materials	Library	CI	\$ 250.00	\$ 246.84	\$ 500.00	\$ 500.00	Supplies needed for IWV LRC	no				
GU001	CC-Library	Non-Inst Supplies & Materials	Library	CB	\$ 50.00	\$ 46.70	\$ 50.00	\$ 50.00	Supplies needed for BESCC LRC	no				
GU001	CC-Library	Employee Travel	Library	CI	\$ -	\$ 13.41	\$ 9,900.00	\$ 3,500.00	Conference travel for 1 librarian per year	no				
GU001	CC-Library	Employee Travel DO	Library	CB	\$ 1,000.00	\$ 570.14	\$ 1,000.00	\$ 1,000.00	Site travel to ESCC in absence of adjunct coverage	no				
GU001	CC-Library	Employee Travel DO	Library	CM	\$ 1,000.00	\$ 1,224.04	\$ 1,000.00	\$ 1,000.00	Site travel to ESCC in absence of adjunct coverage	no				
GU001	CC-Library	Institutional Dues/Memberships	Library	CI	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	Membership for CCL consortium	no				
GU001	CC-Library	Software Licensing/Maintenance Svcs	Library	CI	\$ 8,505.00	\$ 60.68	\$ 820.00	\$ 600.00	OCLC cataloging platform	no				
GU001	CC-Library	Postage/Express Overnight Svcs	Library	CI	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	Discontinuing print newsletters for now	no				
GU001	CC-Library	Magazines & Periodicals	Library	CI				\$ 66,435.00	5% database increase + new databases (paid for in AY24/25 by CTE) + CHOICE magazine for book selections	yes	AUP	New Statista Database paid for by CTE but adding it to ongoing DB cost	Meeting the research needs of CTE	Absorbing CTE database into general DB funding request
LR001	CC-Library	Software Licensing/Maintenance Svcs	Other Education	CI	\$ 50,000.00	\$ -	\$ 57,950.00							
LR001	CC-Library	Library Books	Other Education	CI	\$ -	\$ 21,599.59								
LR001	CC-Library	Library Books	Other Education	CP	\$ -	\$ 1,583.79								
LR001	CC-Library	Library Books	Other Education	CT	\$ -	\$ 580.63								
LR001	CC-Library	Library Books	Library	CI			\$ 25,000.00	\$ 27,000.00	5% price increase + request for an additional \$2,000 for ongoing development and maintenance of ISEP core academic collections	yes	AUP	Usage of ISEP core-academic collections	Equitable access to library collections	Department will no longer need to ask for funds from categoricals
LR001	CC-Library	Magazines & Periodicals	Other Education	CI	\$ -	\$ 25,004.00								
LR001	CC-Library	Magazines & Periodicals	Other Education	CI										

Resource Requests				In planning document	Data?	Relevance?	Operational Efficiency?
Type of request	1 time or ongoing?	Requested amount	description/explanation				
Other	1 time	\$ 400.00	LRC Banners/Signage for ESCC LRCs for much-needed library presence	AUP	No ESCC library coverage; ESCC students lack awareness of library services	promote library services to ESCC students	Promotion of services to ESCC
Other	1 time	\$ 1,000.00	Permanent pedestals for exhibiting student ART	AUP	Student art increases student appreciation of library spaces	Increase students appreciating library + promoting ART classes	No need to borrow pedestals from VPA. Tanner has offered to construct the pedestals
IT	1 time	\$ 1,500.00	Short-throw projector for student study room	AUP	Students request tech for viewing and developing presentations	Provide students with requested learning resources + increase student library usage	Library increases variety of accessible learning resources
Marketing	ongoing	\$ 1,000.00	Hard-copy marketing materials and social media promotion	AUP	Ongoing requests for improved marketing	library services and programs attract more students	More expert-level marketing assistance instead of home-grown by department