

Agenda  
Learning Resources/Library Committee  
October 2, 2015  
10:00 AM – 11:00 AM  
ITV Rooms 712 (CCC) and 204 (Vernon)

The Committee will discuss/review the following topics:

- I. Committee membership and responsibilities
- II. Accomplishment of committee recommendations
- III. Library survey results-Spring 2015
  - A. Faculty Survey of Library Services
  - B. Student Survey of Library Services (On-site students at CCC, STC, and Seymour)
  - C. Library hours survey
- IV. Annual Action Plan objectives 2014-2015 and 2015-2016
- V. Community patron memberships and policies
- VI. Foundation Grant proposal
- VII. Staffing update
- VIII. Promotional initiatives
  - A. Kiosk
  - B. Orientation using Crazy Talk Animator II
  - C. Information flyer

Learning Resources/Library Committee Meeting  
 Friday, October 2, 2015  
 10:00 AM  
 ITV Rooms 204 in Vernon and 712 at CCC

**I. Attendance:**

Member	Present	Not Present
Marian Grona, Chair	X	
Beth Arnold	X	
Kathy Barfield		X
Annette Bever		X
Terri Farabee	X	
John Hennington		X
Christina Hoffmaster	X	
Dean Johnston	X	
Thomas McNeely	X	
Joe Onder	X	
Whitney Packer		X
Cassie Shaw		X
Stephen Stafford	X	
Angela Ward		X
Sjohonton Fanner, SGA	X	

**II. Welcome and New Members:**

- A. Chair, Marian Grona, noted that two new members, Whitney Packer and Joe Onder were added to the committee. All members were welcomed to the first meeting for the academic year.

**III. Minutes from March 13, 2015:**

- A. Marian stated that the minutes had been approved electronically by a quorum of 9 members.

**IV. Committee Responsibilities:**

- A. The Chair noted that the committee was tasked with assisting in the planning and evaluation of library services and programs.

B. In regards to records management, Marian stated that she had recently contacted The Texas State Library and Archives Commission and verified that the College's Declaration of Compliance was still valid and that there was no need to file updated paperwork provided there had been no change in retention schedules.

1. It was noted that the College follows the schedule common to all community colleges. The College refers to schedule GR (records common to all governmental agencies) for records not covered under the community colleges schedule.

#### V. Committee Recommendations:

A. It was noted that in response to the committee's recommendation, the library planned to setup an information table during GenTex day at CCC.

B. Marian also stated that a library sponsored program for Kid's College is still under consideration.

1. Following the meeting, discussion focused on ideas and topics for the Kid's College program. Recommendations included story times for younger children, scavenger hunts, and activities illustrating the index and other parts of the book. Faculty members discussing the options stated that they would be glad to assist with the programs.

#### VI. Library Survey Results:

A. Committee members received a handout with survey data collected during the spring semester 2015 from faculty as well as from on-site students at CCC, STC, and Seymour. Results from the library hours survey administered at CCC were also included on the handout.

B. **Library hours survey:** Marian explained that the survey was conducted in response to hours of operation falling below the targeted 85% approval at CCC.

1. Students were asked if they preferred weekend hours on Saturday, Sunday, or either day.

2. Results were as follows:

16% preferred Saturday

16% Sunday

47% Either

21% wrote in for weekend hours on both days

3. The Chair noted that the results were inconclusive and difficult to identify a definitive preference for weekend hours.

4. It was asked the cost of offering weekend hours on Saturday as well as Sunday.

Marian noted that extending weekend hours would require administrative approval and additional compensation for part time assistance.

5. It was also noted that the results indicated that almost 2/3 of the students were satisfied with the hours.

**C. On-site students at CCC -Student Survey of Library Services — Spring 2015**

Marian explained that the handout included 2014 data in red type for comparison purposes. She further noted that those items falling below the targeted 85% approval included **printers** and **hours of operation**.

1. Printers: It was noted that approval ratings continued to decline even after installing a second high capacity printer.
  - a. Marian explained that the library was trying to keep both printers in working order and down time to a minimum.
  - b. After the meeting, Marian contacted the Xerox representative with concerns about the frequent down times associated with the older printer. The representative explained that the printer would be replaced within the next 3-4 weeks.
  - c. It was also noted that the lower approval would be attributable to having to wait in line for a tangible, physical product such as a print job.
2. Hours of Operation: Hours of operation received an approval rating of 79%, 2% lower than the previous year.
  - a. The Chair reminded the committee that in response to the data, the library was surveying to determine student preference for weekend hours on Saturday or Sunday. Additionally, Sunday attendance was being monitored at CCC and Vernon.
3. Awareness: it was noted that surveys are also utilized as a means for identifying student/faculty awareness of library services.
  - a. Surveys showed that CCC students were not aware that books could be borrowed from the Vernon collection.
  - b. Marian explained that the library was promoting inter-campus borrowing capabilities through the email flyer, animated orientation, and print brochure.

**D. Skills Training Center -Student Survey of Library Services — Spring 2015**

A total of 72 surveys were processed.

1. Approval ratings were good; however, many students were not aware of inter-campus borrowing or virtual assistance via the dedicated phone and computer in the library.

**E. Seymour Nursing Program -Student Survey of Library Services — Spring 2015**

Seven surveys were processed.

1. Marian noted that the orientations scheduled each semester have improved student awareness of inter-campus borrowing. She also noted that students were quite pleased with the services offered.

## F. Faculty Survey of Library Services – Spring 2015

Forty-seven surveys were processed.

1. Data showed that instructors were either pleased with or unaware of the services offered.
2. Marian noted that efforts to promote services have included email notifications and presentations at Division meetings, August staff development, and new/adjunct faculty orientations.
3. Marian further noted that 90% of faculty offering an opinion rated the overall quality of library services as good or excellent.  
Databases: Seventy-eight percent rated the overall quality as good or excellent and 19% as average.  
Print Collection: Eighty-eight percent rated the overall quality as average or above.

## VII. Annual Action Plan Objectives

A. Marian reviewed the objectives completed in 2014-2015 as follows:

1. Library Hours: The library in Vernon began staying open later until 9:00 PM instead of 8:00 PM during the summer.
2. Promotional Initiatives: Marian reviewed the library's efforts for promoting library services.
  - a. Animated orientation: Marian noted that the video is being shown at Chap Express sessions.
  - b. Kiosk: A kiosk has been developed and setup at various venues including information tables at STC, CCC, and Vernon, the ADN orientation, and the August Kick Off. The kiosk includes short video clips of library services and an online form for questions/comments.  
*It was noted that as kiosks become more prevalent, there will likely be more familiarity with and utilization of the service.*
3. The Chair also noted that Collaborate was being used for online orientations at Seymour. Additionally, a campus wide orientation was offered and advertised through Blackboard and email.

B. Marian noted that 2015-2016 objectives will focus on completing the library hours survey in Vernon and on promoting library services. Initiatives will include presentations at division meetings and outreach to dual credit/concurrent enrollment students.

VIII. Community Patron Memberships Update: Marian updated the committee on policies regarding community patron memberships and stated that notices of expired accounts had recently been mailed.

A. Memberships require a \$10.00 refundable deposit and are good for 3 years.

- B. It was asked if community cards were issued at CCC. Marian explained that the service is available but that very few cards are issued at CCC. Marian further noted that the library honors TexShare cards issued to community patrons at the public library in Wichita Falls.
- IX. Foundation Grant Proposal: It was noted that Jesse Dominguez, library associate in Vernon, had submitted a proposal for the funding of study tables for the library in Vernon. Marian explained that grant recipients will be notified of award sometime in October following the Foundation's meeting.
- X. Staffing Update: Marian stated that Jesse Dominguez had been hired on a regular 50% time schedule.
- XI. Promotional Initiatives: The Chair noted that the flyer emailed to all students at the start of each semester continues to be the primary means for notifying students of library services. In addition, the new kiosk and animated orientation were developed for promoting services. The kiosk offers the flexibility for use in a variety of venues, and the orientation has been well received and shown during Chap Express sessions.
- XII. SACS Compliance Certification: Marian explained that the Compliance Certification (ten year report) was due in March 2018.
- XIII. Adjourn: The meeting was adjourned at 10:45 AM.