Minutes: Metro Library Librarians Meeting
8 August 2017

In Attendance: Melissa Kash, Bob Holzmann, Adam Brennan, Amy Lagers, Elizabeth Szkirpan, Jao-Ming Huang

Collection Development

- Melissa released our initial budget information. We will have $5,000 to spend in Gobi and $5,000 to spend in other places for collection development. The library will also have $1,000 to purchase supplies.
- Adam passed out an analysis he completed of the collection based off of the last year’s collection circulation and development (see attachment).
- The librarians discussed this analysis and concluded that our P classifications, which includes literature and leisure reading, is overwhelmingly more circulated than our other classifications.
- The librarians also discussed areas that may need more collection development attention this upcoming year, which included true crime, science, literature, LGBTQ+, geography, Fodor-guide replacement, and graphic novels.
- Concerning encyclopedia-type books, such as those that the Fodor travel guides, Melissa and the librarians agreed that quick guides or fact books may be more appropriate than travel guides, which can quickly become outdated.
- After some discussion over popular areas in circulation, the librarians and Melissa determined that (in no particular order), LGBTQ+, leisure reading, faculty requests, law, nursing and allied health, languages, graphic novels (with an emphasis on superhero-type comics), religion, psychology biographies, math, and physiology should be focused on in the upcoming year. Melissa and the librarians then worked to rank these priorities by order of importance.
- Melissa suggested the following budget for this upcoming fiscal year: $1,000 for faculty requests, $2,000 for Nursing and Allied Health, $2,000 for Law, $2,000 for Leisure Reading, $1,000 to the H classification (which includes crime and family matters), $500 to languages, $500 to math and physiology, $500 to the B classification (which includes psychology and religion), $250 to British History, and $250 to Latin America.
- Melissa asked the librarians to start building carts and wish lists to see how these breakdowns workout before placing orders.
- Elizabeth offered to create a new Excel spreadsheet for the librarians to collaborate in. She will send it out within a day and will provide an area for Gobi and Amazon price comparison.

Gobi

- We covered Gobi pretty thoroughly at the August Librarians’ meeting.
- Emily Tichenor, the West Campus Library Director, is hammering out final ordering procedures.

Continuations

- Melissa is still waiting to get the list of our continuations.
Bob will work with Victoria to get a list of our continuations, but Melissa emphasized that there's no rush to get this list. She would like a list of Metro’s continuations compared to the continuations purchased by other TCC Libraries.

Mentor Program

- Melissa explained the mentorship program to Jao-Ming and finalized up mentorship assignments.
- Adam will mentor Jao-Ming and Josh, Amy will mentor Kristi and Patrick, and Elizabeth will mentor Lisa and Bekah.
- Amy asked Southeast Campus’s library what their mentorship program entails.
- The librarians are envisioning a collaborative-heavy mentorship. Melissa iterated that a mentorship program is a good way to maintain library comradery but also to give librarians the experience of developing a professional while giving mentees the experience of being developed. Melissa also emphasized that we are looking for mutually-beneficial relationships and a focus on the pipeline to success.
- For our next steps, Amy offered to create a mentorship program document where we can outline what the program will or won’t be. Melissa asked us to consider how often we should meet, how we will report on our mentor/mentee progress, and how we can assess the success of the program. An additional next step may be to meet with our mentees so we can get an idea of what their strengths are, what they would like to contribute, et cetera.

Instruction

- The librarians met earlier in the week to discuss instruction techniques.

Library Open House

- The library will be hosting an open house roughly scheduled for August 28th. The librarians will be meeting next week to discuss final details.

Librarian Updates

- Some of the librarians sent out their project updates prior to the meeting. Remaining librarians should send out their project updates and everyone should review everyone else’s updates.
Metro librarian's meeting. Notes

Adam’s updates:
- Bookclub updates
- Lesson plan updates
- Liaison updates: nursing contact
- Artifacts update

Collection Development notes:
- Most of our circulation comes from literature (p’s), specifically our highlighted collections and displays.
  - Ps 970 titles out of 2025 (48% of all checkouts)
    - 132 titles in leisure reading
    - 65 display
    - 131 Graphic novels
- Top heading outside P’s: Q, R H and B since 2016
  - B’s 135
    - BF Psychology 49 titles
    - BL Religions. Mythology. Rationalism: 28 titles
  - E’s 77
  - D’s 77
  - H’s 138
    - HD Industries, land use, labor : 35 titles
    - HV Social and Public Welfare: 37 titles
  - N’s 80
  - Q’s 147 titles checked out
    - QA Math: 31 titles
    - QP Physiology: 18 titles
  - R’s 138
    - RC Internal medicine: 37 titles
    - RT Nursing: 31 titles
August 2017 Metro Librarians Projects

Amy Lagers

- Re-worked and published the Native American Studies LibGuide.
- Displays:
  - Study skills display in the front window.
  - Collaborated with Elizabeth to create the true crime display.
  - Collaborated with Kristi to create the solar eclipse display.
- Attended the following workshops:
  - Fake News, Real Concerns: Developing Information Literate Students, ALA Webinar
  - UnCOILed 2017: Mission Critical: Laying the Groundwork for Understanding and Implementing Critical Pedagogy in the Library Classroom
- Started work with the Librarian Instruction Observation Workgroup. We updated our project charter and have started a literature review of best practices.
- Helped Kristi get set up in LibApps and showed her how to use those products as well as MyTCC and WMS. Facilitated bringing Jamie Holmes over to train all the evening staff on virtual reference.
- Began working on ideas for lesson plans that are more conceptually based on information literacy.
- Met with Jamie Homes and Suzanne Haynes from Southeast to find out about their mentorship program.
- Making phone calls for the second call campaign to encourage students to enroll in classes for the fall semester.

Adam Brennan

- Meeting with Angela Sivadon, Nursing Dean, Aug 14th
- Speaking at the nursing division meeting on August 17th

Elizabeth Szkirpan

- ESL Retro Project
- Intranet/SharePoint
- Heritage Cataloging
- Cataloging Digitization
- Law LibGuide/Help Guide with Michael Speck
- NSO materials for BIT and Law
- Library Signage
- Library Open House Planning
- RDA Conversion

Jao-Ming Huang

N/A

Bob Holzmann
• Library Servers / Resources & Data Storage – Continuing We continued work with I.T. regarding our library server and data reorganization; the share folders and files on Sparky have all been removed to OneDrive; I.T. updating TCC’s disc storage systems in July.

• Databases/eResources - UNDERWAY

• Statistics usage reports - 6-month and Library Annual Report Stats – Completed

• GOBI ordering–setup complete for Tech Services Workflow, communicated with Librarians and working out a few refinements in selecting and receiving.

• Heritage/archives project – Videos Digitizing to date, completed, Omeka system is good.- ONGOING

• Hope Is the Last Thing to Die reprint, eBook awaiting technical tips, methods to restore, and reprint and reissue the title - ON HOLD

• Website Review - Mote A-Z improvements & updates FINISHED, “subject” searching widgets UPDATED, Added “Discovery to main search box,.Added/Removed Databases - ONGOING

• E-resources Review (links online, journal review, cleanup, permissions files and online fields, etc.) (UNDERWAY)

• WMS Reports/Analytics (SUMMER, FALL) – need a number of Reports

• WMS & Discovery Review (config's review & update in August; added “ASkUs! To Discovery “chat” and Library Help in the pulldown - ONGOING

• OneDrive use, collaboration sharing (individual), ad hoc share development, with Jake/I.T. – UNDERWAY

• Leading the Assessment of Library Services and Programs (non-instructional) Work Group; project charter draft ready for LM approval; met in July, and setting time for next meeting to begin work in earnest – UNDERWAY

• Documenting Systems/Technology work – UNDERWAY

• Convocation item: worked with Don Muttoni to create a solution so that the streaming video “Starving the Beast” can be accessed and viewed by all at the September 5 Convocation.

• WMS, all systems and eResources issues handled as received, sent to appropriate vendor as needed, tracking each to conclusion.

• Review of WTCox single title journals with online access underway to check links and usefulness and updating as needed; 30 segments of Red Cross Emergency training videos completed with closed captioning.