Program Review Update 2025

Program: Library

Division: BSSL

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SLO/SAO Point-Person: Kali Rippel (*on sabbatical AY '25-'26)

Email your completed form to Karin Spirn and your dean by November 3.

Helpful Links:

★ Tools for Writers - with contacts and info for help with specific sections.
★ Program Review Glossary - defines key terms you can review when writing.
★ Discipline Data Packets – institutional research about disciplines and student services
★ Course Success Rates Dashboard – allows you to research your program's success rates

Detailed information and instructions appear at the end of this form. For help, please contact Karin Spirn at kspirn@laspositascollege.edu.

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1. Please describe your program's most important **achievements** in year 24-25.

- **Amazing library team:** The library has an amazing team that works hard with limited resources and time constraints, all to support students and the campus with care and compassion.
- **Outreach:** Worked as a team to coordinate and streamline library outreach planning and event management and workload distribution. Outreach events included: CDC Story Hour in Library (weekly); Library Card Drive; Welcome Week; Club & Resource Days; Open House; Veterans Operation Gateway; New Faculty Orientation; New Hawk Day.
- **Library Research Award:** Resumed the Library Research Award. Scholarship awards were presented to two LPC student researchers in Spring 2025.
- **Fundraising**: With the assistance of the LPC Foundation, created a "Friend of the LPC Library" fundraising opportunity to help fund library scholarships and initiatives not supported by the college's general or lottery funds.
- **Instruction videos:** Updated LPC Library "How To" instructional videos (hosted on YouTube) to reflect changes in library databases, resources, and services.
- **Research guides updates**: worked as a team to update library research guides (LibGuide) to include ADA compliance, alignment with Guided Pathways, etc.
- **Laptops and laptop carts:** Received from IT laptop carts containing laptops for library classrooms 2043 and 2044.
- **Library website:** Redesigned website was launched in Spring 2025.

- **Single sign-on:** The library advocated with District ITS to troubleshoot MyPortal's interface with the library's online resources. Initial rollout of MyPortal had a significant impact on access to the library databases and other online services.
- **Course Reserves:** New procedures were developed and implemented to help streamline the Course Reserves collection.
- **Scientific calculators:** Received 25 calculators from SEA funds.
- **Holds process:** Worked to streamline the holds process.
- **Leisure Reading Collection:** continue to build out the collection with diverse titles.

2. Please describe your most important **challenges** in year 24-25.

Financial constraints continue to have a significant impact on LPC library services, staffing, and resources. The library budget has not kept up with inflation and the increasing costs of providing library materials, resources, and services to the campus community. Additionally, the contract negotiated raises of the past few years were implemented without a corresponding increase in the library's already strained **part-time salary budget.**

These budgetary challenges not only impact our operational capacity but also place undue **pressure on the full-time librarians**. Simply stated, there are not enough FT librarians to carry the **significant workload** required to maintain our busy library and its robust slate of services, resources, and programming in addition to the demands and requirements of participating in campus governance and initiatives. The budget for PT librarians is currently not adequate to fill the void.

The library has also experienced an increase in **staffing constraints** due to the **retirement of a full-time librarian in May 2024.** An emergency replacement request was submitted to the FHP committee in April 2024. Though approved and moved forward by the committee, the request was ultimately denied by the college president's office. We re-submitted the replacement request to the FHP committee in Fall 2024; the request was not ranked high enough to be filled due to campus hiring limits. To date, we remain down one full-time librarian on our team.

An augmented budget for part-time librarians would help in **staffing and facilitating day-to-day library functions and services**, freeing up the FT librarians to enhance the library's programming, outreach, and marketing efforts as well as to make broader contributions to the college's mission and objectives. This is imperative, especially as our dedicated full-time librarians are actively involved in campus learning communities, pivotal campus initiatives, and governance committees, including: Puente, AAPI, Umoja, ZTC/OER, Curriculum Committee, Guided Pathways, Teaching Institute, Academic Senate, to name a few.

The library is also in need of reliable **funding to hire student assistants** to help with the day-to-day operations of the library. Student assistants work especially closely with the library classified staff at the very busy circulation desk. Having student assistants working at the circulation desk allows the four classified professionals time to focus on crucial projects and tasks necessary for library operations. Student assistants also assist the FT Librarians with library programming projects.

Additionally, there should include a **budget line item for library outreach and marketing**. With the increase in efforts to inform our community about the library's services and resources, we need a reliable funding source to purchase supplies, marketing, and promotional materials. Too many times the librarians are paying out of their personal funds to provide these items to students.

Another important concern is the **office supplies budget**. The cost of supplies keeps increasing due to inflation reducing our buying power. The current budget is insufficient to maintain smooth library operations.

With the closing of the campus bookstore, there is an even greater need for the campus to make available **academic support supplies** such as scantrons, green books, pencils, calculators, wi-fi hotspots, etc. to students. The library does not have the budget to provide these supplies. The library has communicated with stakeholders, including college administrators, advocating for the college to develop a sustainable solution that doesn't leave students without essential testing and learning materials.

Library building and furnishings are showing significant wear and damage, in some cases. Some of the furniture is appearing dirty and torn. The whiteboard walls in the study rooms are difficult to clean. The public restrooms (women's room, in particular) are frequently dingy with the need for more frequent cleaning, a larger garbage bin, a second paper towel dispenser, and a repair or replacement of the water damaged mirror.

Future building expansion is needed as Library and study room usage is approaching capacity. An expansion will also need to provide for an increase in staffing to make full use of current and future service areas. Currently, we are unable to open our new (second) service desk due to lack of staffing.

3. What SLO(s) or SAO(s) if any did your program assess or discuss since your last program review? Please describe any findings and planned actions.

- No assessments

4. What are your upcoming plans? Please note any ways that these support student achievement and equity.

Goals for AY '25-'26:

Student support, equity, and achievement are the driving forces at the core of all library programming, instruction and services.

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- Maintain minimum **library services** (and sanity) with one librarian on sabbatical (AY ’25-’26) in addition to being down one librarian position due to retirement (May 2024); 3 FT librarians are working in AY ‘25–’26.
- **Staffing:** Continue to advocate for the hiring of a replacement FT Librarian (retirement-May 2024).
- **Budget:** Continue to advocate for an increase to our PT Librarian budget.
- **Outreach**: Participate and collaborate with cultural outreach events on campus.
- **Wellness:** Balance library outreach participation and other program demands with staff workload and morale.
- **Emergency preparedness:** Work with campus safety and other resources for library-specific training.
- **LPC Technology:** Work with campus IT to access technology and services to support student success; need more IT personnel to work with the library to keep library technology updated and in service to students.
- **Library Retreat** (tentative-Jan. 2026): Library team meeting to focus on library priorities such as: instruction program, emergency preparedness training, and policies that promote student equity.
- **AI:** Explore AI and its role/impact on library resources and information literacy instruction.
- **Social Media:** Explore more ways to connect with students via social media and how to share the creation workload.
- **Library instruction content:** Full library team engagement in developing and maintaining library instructional content.
- **Learning communities:** Continue work with new and existing learning communities to serve students with information literacy instruction.
- **Child Development Center story hour:** Continue the Little Hawks children’s story hour in the library.
- **Online fines/fees payment options:** The library researched and has submitted a request to district ITS to implement an online payment option for patrons to pay lost/damaged library materials fees. ITS asked that we wait until several of their scheduled large projects are completed.
- **Classified professional development:** Create cross-training opportunities for classified professional staff so everyone is prepared to assist with any duties and assignments and also to better understand changing library policies, procedures, and advances in librarianship.

CTE REPORT (CTE DISCIPLINES ONLY)

1. Does this program continue to meet a labor market demand?

- Yes or No:
- Explanation/evidence:

2. Are there similar programs in the area? If yes, list the programs and their institutions.

- Yes or No:
- Explanation/evidence:

3. Has the program demonstrated effectiveness as measured by the employment and completion success of its students? Provide employment and completion success based on Perkins Core Indicator Report.

- Yes or No:
- Explanation/evidence:

4. Does the program provide opportunities for review and comments by local private industries? Attach most recent Advisory Committee meeting minutes.

- Yes or No:
- Explanation/evidence:

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Detailed Instructions and Information

Instructions:

1. Please answer each question with enough detail to present your information, but it doesn't have to be long.
2. If the requested information does not apply to your program, write "Not Applicable."
3. Optional/suggested: Communicate with your dean while completing this document.
4. Send an electronic copy of this completed form to Program Review chair Karin Spirn and your Dean by November 3.
5. Even if you don't have much to report, we want to hear from you, so your voice is part of the college planning process.

Audience: Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public.

Uses: This Program Review will inform the audience about your program. It is also used in creating division summaries, determining college planning priorities, and determining the allocation of resources. The final use is to document the fulfillment of accreditation requirements.

Please note: Program Review is NOT a vehicle for making requests. All requests should be made through appropriate processes (e.g., Instructional Equipment Request Process) or directed to your dean or supervisor.

Time Frame: This Program Review should reflect your program status during the 24-25 academic year. It should describe plans starting now and continuing through 2025-26. It is okay to include information outside of these time windows as needed.

Program Review Process: Comprehensive Program Reviews will be completed every three years, in alignment with the SLO/SAO cycle. On the other years, programs will complete an update.

SLO/SAO Process: SLOs and SAOs should be assessed according to a three-year plan, with comprehensive reporting on the third year. For more information, contact SLO chair John Rosen: jrosen@laspositascollege.edu

Equity is a guiding principle. Here is the LPC definition:

Las Positas College will achieve equity by changing the impacts of structural racism, ableism, homophobia, and systematic poverty on student success and access to higher education, achieved through continuous evaluation and improvement of all services. We believe in a high-quality education focused on learning and an inclusive, culturally relevant environment that meets the diverse needs of all our students.

LPC Equity Definition: Equity is parity in student educational outcomes. It places student success and belonging for students of color and disproportionately impacted students at the center of focus.