Learning Resources Advisory Committee Minutes

November 5, 2018
3:00pm

Lakeland Location: LAC 1183
Winter Haven Location: WAD 160

Meeting Facilitators: Christina Fullerton & Courtlann Thomas

In attendance: Kayla Wyman, Chris Fullerton, Tina Hanson, Tiffany Messerschmidt, April Robinson, Michael Derry, Kristen Jernigan, Kim DeRonda, Meghan Cavanah, Beth Pendry, Courtlann Thomas, Lee Childree, Gwyndolyn Phillips, Anna Butler, LaTrice Moore, Victor Cosculluela

I. 2018 Recap

The past five years, aside from some changes due to the Winter Haven Library’s renovation, we are either consistently gaining or maintaining our stats in every area. The only interesting change was database searches. The number of database searches went down significantly this year; however, the retrieval of articles went up. In relation to the database searches, the libraries will begin reviewing the database subscriptions soon. Databases that are not being used and that have low statistics will most likely be dropped. Faculty will be notified of any changes that may happen.

There is a difference in the WH & LK TLCC statistics. Testing is different depending on the campus and the WH TLCC offers more tests than the LK TLCC. Also, PERT tests are proctored by Student Services in Lakeland and those numbers are not counted towards the LK TLCC stats. (All handouts are located at the end of the minutes)

The Libraries have distributed a survey, and everyone should have received it in their email. Please encourage students and colleagues to fill out the library survey. The survey contains approx. 40 questions. The more feedback we can collect the better! This will help us improve our library services. Student & faculty surveys are also done within the library after information literacy classes (this survey is 3-4 questions and is for immediate feedback on those instruction sessions).

A survey for the TLCCs will be sent out in the Spring.
II. Human Library Events (April 2019)

The Human Library events will be in Lakeland on April 3rd and in Winter Haven on April 4th. The events will be held from 1PM – 5PM. This is an opportunity for people who have a story or characteristic that they believe in to become a book. Instead of checking out actual books, you will check out a person and they will tell you about their story. You can check out the “book” (person) for 20-30 minutes and you can ask them questions about their book titles. “Books” can be anything! (See the examples below). A subcommittee was formed to come up with the “book” application and it has been completed and is now being approved by OCPA. After the winter break, the LR dept. will start a PR campaign to get involvement from people who would like to apply to be a “book”. We would like to have as many “books” as possible but depending upon the nature of the topic, it could make a person very vulnerable so it’s important that the person is able and comfortable to talk about their story. We will invite students, staff, faculty, and community members to come and “check out” any title they find interesting. We will also need support staff, if anyone would like to volunteer. We do have the support from the Equity and Diversity and SALO departments. SALO will be providing food & t-shirts. Please see the handouts at the end of the minutes for details of the events.

Example titles of “books”:

Living with HIV
Adopted
Transgender
In Between Two Cultures
Coping with Depression
Surprise, I’m Gay
Struggles of a Female Priest

III. New Learning Resources Staff

The Winter Haven library has two new Librarians– Kristin Soederlind and Shannon Schane. The Winter Haven TLCC is in the process of hiring a new manager and a part-time Learning Resources Assistant.

The Lakeland library has one new Librarian – Amy Austin. They also have a new part-time Learning Resources Assistant for the evenings – Ashley Todd.
The Lakeland TLCC hired a new full-time Learning Resources Assistant – Kelly Roberts. They are also in the process of hiring two part time positions.

IV. Learning Resources Mission Statement

- **Polk State Learning Resources Mission Statement:**
  Library Learning Resources support student success on-site and online through academic services which include library research resources, information literacy instruction, peer and professional tutoring, and test proctoring designed to meet the needs of faculty and students.

Please look at the mission statement and give suggestions & feedback to Courtlann & Chris by Wednesday November 7th. We would like to have the statement revised for SACS COC & SPOL.
Lakeland Library
August 2017-July 2018

Instruction
Courses
Students

ENC1101 52
SLS1122 47
ENC1102 26
BSC1033 6
ENC0027 6
LIT1000 3
CCJ2392 2
HUM2020 2
HSC1101 2
LAE3414 2

Fall '17 (64.13%)  Spring '18 (31.79%)

8719
Items Checked Out

116
Group Lab Reservations

674
Laptops Borrowed

2939
Reference Desk Questions

73,355
LibGuide Views

60
Embedded Librarian Courses

617
ILL Transactions

158
Student (5) Volunteer Hours

Visitors
80,806

0 5000 10000 15000
Aug Sept Oct Nov Dec Jan Feb Mar Apr May June July
Winter Haven Library
August 2017–July 2018

Instruction

Courses

Students

12,495 Items Checked Out
954 Group Study Reservations
846 Laptops Borrowed
451,489 Database Searches

468 Ask-a-Librarian Questions
914 YouTube Video Views
386 ILL Transactions
53 Independent Study Sessions

Visitors
80,134
Lakeland TLCC
August 2017-July 2018

Tutoring

6021 Sessions

37 Tutors

2814 Math (46.74%)
1188 Writing (27.06%)
392 Science (6.51%)
1629 Other (19.70%)

Testing

15,241 Exams

Visitors

95,775
Winter Haven TLCC
August 2017-July 2018

Tutoring

6248 Sessions

20 Tutors

- Math (39.79%)
- Writing (37.53%)
- Science (5.92%)
- Other (16.76%)

Testing

13,793 Exams

- PERT/CPT
- Online
- Face-to-Face
- Hybrid
- CLEP
- Pearson VUE
- TEAS
- Drop Off/Pick Up
- Other

Visitors

70,802
**Polk State College – Timeline 2018-19**

| 4 months (or more) before event – Fall | • Meet to the events and planning involved  
• Finalize date  
• Discuss timeline  
• Discuss recruiting strategies  
• Discuss opportunities to market events  
• Create Reader’s Guide  
• Create the Book Application (sub-committee) |
|---|---|
| 3 months before event – January | • Web presence  
• Engage in Book Recruiting Activities  
• Begin processing applications (sub-committee)  
• Begin in-person meetings with books for discussion of their stories and event logistics.  
• Begin summing up the books’ stories in 1-3 sentences for marketing purposes  
• Market |
| 2 months before event – February | • Continue recruitment and in-person meetings with books  
• Continue summing up the books’ stories in 1-3 sentences for marketing purposes.  
• Order t-shirts (Melvin)  
• Decide where committee members will be stationed for the event  
• Prepare snapchat banners and/or other social media (subcommittee)  
• Create handout to patrons that describe the event and some recommended questions  
• Book catalog creation/event descriptions/sample questions  
• Market, market |
| 1 month before event – March | • Create Book Title signage for tables and for checkout  
• Plan Book Workshop, go over event logistics and have books practice their stories with each other. (We will host a book workshop on each campus)  
• Plan for food  
• Create Book survey and Patron survey  
• Market, market, market |
| Day of the event – before it begins | • Have books and committee/volunteers arrive 30 minutes before event for last minute questions and t-shirt distribution  
| • Have committee/volunteers at their stations 15 minutes before the event begins |
| During event | • Smile, crowd control, ensure surveys are being completed |
| After event | • Clean up; collect surveys |
| Within week after event | • Process data  
| • Send thank you to books, et al. (subcommittee) |

*Stations:*  
Reader Greeters  
Book Check-out Associates  
Social Media Supporters  
Book Shelf Monitors (break room for books)  
Conversation Floaters  
Snack Associates  
Book Caretakers  
Assessment Confidants  
Mental Health Helper