I. Archives Update from Shannon Schane (Winter Haven Librarian)

Shannon has taken on the huge project of organizing many totes of archives within the Winter Haven campus library. So far, she has been able to get through approximately 2/3 of the totes and get those loosely organized. The archival totes consist of mostly college history, several items within the first decade of the college’s existence. They also contain old newspapers, letters, photographs, scrapbooks, articles, past logos, and memorabilia. Unfortunately, there are some photos that do not have documentation. If you have been with the college for some time and would like to help, Shannon would really appreciate it if you could identify people in the photos. There is an opportunity to digitize these items and put them online through FLVC with a free software program called FL-Islandora. Shannon is currently working with OCPA to set up the branding for the archival website. Shannon has also written a rough draft of the collection development policy for the archives. She has noticed that we may not want to retain some items in the totes of archives. She has found a few damaged items. A question was brought up about the possibility of getting students involved in the process and Chris stated that right now the library is in the stage now of sending staff to workshops and conferences about archival digitization and they are also in the process of purchasing equipment for the digitization of the archives. Once staff have been properly trained there may be an opportunity in the future for student involvement. Shannon was going to present a PowerPoint but couldn’t due to technical difficulties. (A copy of Shannon’s PowerPoint will be emailed with the minutes to committee members.)
II. Polk State’s Human Library Events in LK & WH

The Human Library events happened on April 3rd in Lakeland and April 4th in Winter Haven. The events were very successful in both locations. There were 27 “books” between the two campuses and a few of those “books” presented at both campuses. For those that do not know, the Human Library event is intended to break down barriers of stereotypes and diversity by human books sharing their stories & having conversations with people. Between the two campuses, there was a total of 241 visitors that stopped in the libraries to read a “book”. “Books” were given surveys right after the event and had a debriefing meeting this past week. Courtlann and Chris are going to gather all this information and put it together so they will know the best practices for future events. OCPA has created & posted several photos, news items, and a video of the Human Library events on the Polk website and Facebook page. (Please see bottom of the minutes for links to all those items) Dean Robinson shared that our new CIO, Bob Stack, was pleased with the outcome of the event. She went on to say, because of the role that Mr. Stack serves at the college, he rarely gets to interact with our students. This was an opportunity for Mr. Stack to get to know our students on a more personal level. It is wonderful to see that these events not only benefitted the students but also the staff. Tiffany Messerschmidt also shared that she brought her literature class to the Winter Haven event and that her students really enjoyed it. One student even wrote a 4-page extra credit review about the event. The libraries are looking forward to holding the Human Library events again next year. If you are interested in being a part of the Human Library events in the future, please contact Chris or Courtlann.

III. Open Athens

The state will be moving to a software called Open Athens. This software switchover is in the early stages. Open Athens will allow the libraries to see what databases are getting used and it will also link those stats to student’s log on information. The libraries are hoping to collaborate with IR (the Institutional Research dept) & IT to get this set up. The exciting part is that IR would be able to see if library resources help raise GPAs and/or help with retention.

IV. ACRL Metrics – Assessment

The libraries started participating in ACRL (Academic College Research Libraries) metrics this year. Chris sent them the data and she started matching Polk’s numbers to ACRL’s 2017 reports because their 2018 report does not come out until this summer. Chris did not have the full report, but she compared a few of the national averages to Polk’s. Library staff wise Polk is above the national average, library salaries however are below. Polk does more instruction sessions than the national average but less one on one reference sessions. Polk is also higher in circulation print of print books compared to the national
average; however, Polk is lower in the E-books. Polk’s overall budget is a little higher than the national average.

V. Stats Review
This was an odd time to provide stats with a few weeks still left of the Spring term. Chris & Courtlann will present an end of term and end of year report at the next meeting in the Fall.

VI. WH TLCC Math Tank (Facility Updates)
The Winter Haven TLCC has been moving around some of their furniture and they have created a new space for their math tutors. The new math tutoring room is called the Math Tank. Debi (Winter Haven’s new TLCC manager) shared that one of the tutors said that they felt like they were in a fish tank, due to the many windows in the room, and they ran with that idea to decorate the math tutoring room. There are several fish stickers on the windows and there will be a few more décor items arriving soon. The room seems to make the students and tutors feel more comfortable. This has also created more space in the study area for students. The writing tutoring area is also getting a theme called the Writer’s Block. Debi is open to suggestions for themes for the rest of the tutors in science and language areas. If you have a chance, stop by the WH TLCC to check out the new tutoring areas. The WH TLCC may need writing tutors soon, there are a few writing tutors that are considering retirement. Please contact Debi (DImmel@polk.edu or ext. 5306) if you know of anyone interested in tutoring writing.

VII. SLIC Room Update
Last year the Winter Haven library received SPD funds to create the SLIC (Student Learning Innovation Center) room. This room is comparable to the TLIC but it is for student use. Students can use the equipment in this room to make video and other multimedia projects. The room contains, MAC desktop computers, iPads, Padcasters, green screens, video & picture editing software, large monitors and much more. This year the Lakeland TLCC received the funds to set up their SLIC room. Kim (Lakeland TLCC manager) mentioned that all technology has been purchased for their room and they are currently looking into furniture. IT is currently working to get all new items wired and connected. Facilities is also finishing a few last-minute details. One of the walls in their SLIC room is going to be a dry erase board. Once these last few tasks are completed the next step will be to get the TLCC staff and tutors trained on how to properly use the equipment in the room so they can provide students with support. The Lakeland TLCC is hoping for a soft opening of their SLIC room in the summer of 2019.

Chris shared that the Winter Haven SLIC room has been used at least 80 times since opening. Students are becoming more aware of the software and hardware that is available within the room. Jarrod has been collaborating with a couple of science professors who are requiring video projects in their classes. We also
have students who use the SLIC room to create their own personal projects for their YouTube channels or even creating their own podcasts.

A question was brought up about the future of Smarthinking. As far as the LR Department is aware, this is the tool for the foreseeable future. There have been conversations about exploring other companies, but pricing is always a major factor.

**Webpages, video, and highlights from the Human Library Events:**


Photos taken at the events: [https://www.polk.edu/news/polk-state-presents-human-library/](https://www.polk.edu/news/polk-state-presents-human-library/)


Video highlighting the events: [https://www.facebook.com/PolkState/posts/10156134937761961](https://www.facebook.com/PolkState/posts/10156134937761961)