2017 Library Annual Program Plan

LIBR Library

I.A.	Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College? **(Program Profile: Purpose)**

Narrative

The Library offers resources, services, instruction, and facilities designed to contribute to student success in courses and programs. In its academic support role and its instructional role, the Library touches every Skyline student, and interacts in some way at some time with every academic, student service, and vocational education program and supports the college mission to empower and transform a global community of learners.

The library's ongoing commitment is to provide students and faculty with resources, services, and facilities that directly contribute to the achievement of student learning outcomes at the course, program, and institutional levels. The library succeeds in providing resources that are sufficient to support the institution's instructional programs and intellectual, aesthetic, and cultural activities. This commitment to providing sufficient library resources directly supports Skyline College Goal #1: Develop the scope, quality, accessibility and accountability of instructional and student service offerings. It is also in alignment with Skyline College Strategic Priority #1 – Facilities and Technology.

Associated Objectives

14-Library staffing

162-Long Term Facilities and Technology Plans

II.A.	Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. Programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities. (**Analysis: Progress on Prior Program Objectives (Goals) and Activities**)

Narrative

Previous program objectives (goals) were identified in the 2016-2017 APP in the following areas:

Staffing: Replacement hiring, onboarding, and training took place for part-time faculty librarians and permanent classified roles including an Instructional Aide II (IA2), Staff assistant, and Library Support Specialist. Permanent growth positions were not approved by the college and the Library still needs an additional Faculty Librarian (1.0 FTE) and an evening IA2 (0.48 FTE). Additional student assistants are also needed for new support for the Canvas implementation and the Skyline College Promise Lending Library.

Collections and Services: The Library added a 24/7 chat reference service, QuestionPoint, that has improved off-campus and online student research help and a site license to NYTimes.com by cancelling existing subscriptions with low usage. The Library received temporary collection funding for the Baccalaureate Program in Respiratory Care (BSRC) for journal subscriptions and print books. The Library expanded the Reserve Textbook Collection with temporary funding from Associated Students of Skyline College ($10,000); this funding was not available for AY 17/18. The Library needs additional funding to stabilize funding for electronic resources, textbooks, and to continue adequate support the BSRC program including upper division General Education.

Technology upgrades: The Library implemented student laptop checkout (10 PC laptops) and a high-resolution scanner in the last year with Instructional Equipment Funds. The Library has taken the lead in providing first-level Canvas support for students, faculty, and staff and implemented the new Skyline College Technology Support service. Additional student assistant staffing and IA2 (0.48) support is needed for Canvas and other technology support. The Library was not funded to purchase iMac desktops for student video editing and multi-media projects or for new iPads for student checkout. There is still a need for this hardware for student digital media projects.

Furniture/Facilities: The Library has continued to have issues with furniture and facilities that were not addressed in the review period including soft seating replacement, replacing the reference desk and Technology Support desks, and addressing ongoing facilities issues such as lighting, odors, and leaks.

Events: The Library has grown its outreach programs and events in the last year including the first Human Library event (http://guides.skylinecollege.edu) funded by a PIF grant, continuing partnership with English Department on Poetry Month, and continuing the successful "De-Stress for Success" programming at finals. The Library has explored new ways to promote library resources to students and staff including Skyline Shines articles, partnering with Skyline View, and utilizing MCPR services.

Learning Commons integration: The Library has continued to work with the Learning Center team to better integrate services such as co-hosting academic success workshops. Building signage for the Learning Commons has not been updated to reflect our services and for student usability. Additional renovations are needed to physically integrate the Library and Learning Center into a true Learning Commons.

Long Term Plans: There has not been progress on long-term plans including upgrading print management systems, replacing windows and blinds, and implementing RFID technology across District libraries. There are on-going facilities, technology, staffing, and other resource needs for the Library.

Associated Objectives
154-BSRC program library support and collection
160-Library Furniture, Fixtures, and Equipment requests
14-Library staffing
162-Long Term Facilities and Technology Plans
158-Technology needs
156-Textbook affordability and Open Educational Resources

II.B.	Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur. **(Analysis: Program Environment)**

Narrative

Bachelor's Degree Program: The Pilot Baccalaureate Degree launched in Fall 2016 with the Respiratory Care program. Starting Fall 2017, there will be two BSRC cohorts. The Library will need additional staffing and collections to support the upper-division general education and subject coursework.

Multiple Measures/Acceleration: There are higher numbers of ENGL 105 sections because of multiple measures placement and acceleration efforts. Librarians provide two information literacy workshops in ENGL 100 and 105 that fulfill the information literacy graduation requirement. There is an increase of information literacy workshops and this impacts librarian workload.

New national Information Literacy Framework: The recently adopted Association of College and Research Libraries' (ACRL) Framework for Information Literacy for Higher Education significantly shifts pedagogical thinking and challenges us to expand and improve our information literacy instruction. This changes the emphasis of our teaching from tasks and skills to critical thinking about information, which is directly supportive of College goals for student preparation for transfer.

Canvas implementation: The Canvas implementation in Summer 2017 will impact the Library as the only open computer lab at Skyline College. The Library will provide student Canvas workshops and in-person assistance during operating hours through the new Skyline College Technology Support Desk, that is located in and staffed by the Library.

Textbook Affordability Initiatives: The implementation of Skyline Promise in Fall 2016 impacted the Library with the development of a Lending Library for semester-long textbook checkout for Promise Scholarship Recipients. The college plans to grow this program in AY17-18. Additional staff time and materials are needed for purchase, processing, cataloging, and loan management for the Lending Library. Additionally, the Library has taken a lead role in textbook affordability advocacy and support for open educational resources (OER). There is much more work needed for OER awareness, adoption, creation, and assessment at Skyline College and additional resources are needed for faculty outreach and support.

| II.C. | (1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year. |
| | (2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable. **(Analysis: Student Learning Outcomes (SLOs and PSLOs))** |

Narrative

N/A. The Library no longer offers stand-alone courses but focuses instead on course-embedded information literacy instruction, especially through collaboration with English 100 professors. Information literacy is an institutional student learning outcome (ISLO) and a graduation requirement for the Associate Degree. The information literacy ISLO was assessed in Fall 2016 - Spring 2017 and will be addressed in section III.B. ISLOs Reflection.

One of the librarians teaches digital oral history, a hands-on course primarily affiliated with the Kababayan program through English 100. The student projects are archived at http://www.skylinecollege.edu/library/digitaloralhistoryprojects.php

III.A.	Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness. **(Reflection: Considering Key Findings)**

Narrative

N/A. The Library no longer offers stand-alone courses.

III.B. If the program participated in assessment of ISLOs this year:

(1) What are the findings and/or conclusions drawn?
(2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do. **(Reflection: ISLOs)**

Narrative

In Fall 2016, Librarians participated in Information Literacy ISLO assessment with an in-class exercise administered to ENGL 100 classes and in Spring 2017, reviewed results from a student self-reflection survey to classes across several disciplines (Biology, Earth Sciences, English, Health Sciences, History, Political Science, and Psychology) administered by the PRIE office.

For the in-class exercise, librarians found that target success rate of 70% was not met for any of the three information literacy skill categories (online search technique, information source relevance, and information quality). The librarians met and discussed whether the assessment method was valid, whether to revise the target success rate, and consider changes to workshop teaching strategy.

Since target success rate was not met for any of the three skill categories, the librarians plan to revise the exercise to emphasize finding relevant articles instead of high quality articles. Librarians will rely on classroom faculty for assessing student ability to find high quality articles, since this is one of the skills assessed via the major research assignment given in classes across the disciplines as part of the 3-year assessment cycle. Librarians concluded that one of the problems with the in-class exercise was that students had problems choosing an appropriate topic. Without an appropriately worded and focused topic, search strategy becomes flawed and problematic. Therefore, librarians will work with ENGL 100/105 faculty to teach topic choice/development more explicitly.

The self-reflection survey indicated that five of the nine criterion where not met and suggest that many students are not using library databases or search strategies and techniques taught in information literacy workshops. It was noted that 41% of students that took the self-reflection survey did not attend any library workshops. Therefore, it will be crucial to disaggregate the results in fall 2017 so that a comparison can be made between those who attended workshops and those who did not.

Associated Objectives

📕 14-Library staffing

| **IV.A.** | Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item. **(Strategy for Program Enhancement: Continuation/Modification)** |
|---|---|

Narrative

The Library will continue to implement strategies from the last CPR in 2012 including:

- Maintain primary role to provide resources, services, instruction, and facilities that support the College's mission.
- Adopt a "learning commons" model in which physical spaces, digital resources, research assistance, and collaborative learning are interwoven.
- Focus on research workshops that are the cornerstone of the Information Literacy ISLO and graduation requirement.
- Incorporate diversity into Library displays, print and electronic collections, customized workshops, outreach events.
- Address textbook affordability through Library Reserves service with faculty copies
- Improve Library facilities, equipment, and staffing to better meet student needs

Some new strategies will include:

- Expansion of library services and collection scope to support the Baccalaureate degree in Respiratory Care (BSRC) and upper-division General Education coursework.
- Review and consider adoption of new national informational literacy framework through Association of College and Research Libraries (ACRL), adjust information literacy instruction and assessment in line with new framework.
- Increasing advocacy for and provide college faculty support for open educational resources (OER) adoption

Associated Objectives

- 154-BSRC program library support and collection
- 14-Library staffing
- 158-Technology needs
- 156-Textbook affordability and Open Educational Resources

| IV.B. | Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.

(2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. **(Strategy for Program Enhancement: Action Plan and Resource Requests)** |

Narrative

Associated Objectives

- 154-BSRC program library support and collection
- 160-Library Furniture, Fixtures, and Equipment requests
- 14-Library staffing
- 162-Long Term Facilities and Technology Plans
- 158-Technology needs
- 156-Textbook affordability and Open Educational Resources

Task Details Report

Planning Unit: Library
Unit Manager: De Barra, Chelssee

Objective: 14 - Library staffing

Objective Description:

Adequate library staffing to provide resources, services, instruction, and facilities that support the College's mission.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/7/2017	Department/Division/Unit	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$77,400

Faculty Librarian (1.0 FTE): Hire a new full-time librarian to support Baccalaureate program for Respiratory Care, textbook affordability/OER, equity, outreach efforts, and shared librarian duties. The library has not had a growth position since 2000 and there has been a large increase in ENGL 100/105 sections that require two information literacy workshops with librarians as a graduation requirement (Estimated starting annual salary of $77,400 + benefits)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
1252	Library	Faculty Librarian (1.0 FTE): Hire a new full-time librarian to support Baccalaureate program for Respiratory Care, textbook affordability/OER, equity, outreach efforts, and shared librarian duties. The library has not had a growth position since 2000 and there has been a large increase in ENGL 100/105 sections that require two information literacy workshops with librarians as a graduation requirement (Estimated starting annual salary of $77,400 + benefits)	$77400.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 4/28/2017	**Task Type:** Department/Division/Unit	**Priority Level:** High	**Task Order:** 2
Due Date:	**Completion Date:**	**Task Status:** New/Pending	**Budget:** $23,500

IA2 (0.48 FTE): Hire permanent, part-time evening and weekend Instructional Aide II to assist students with technology in the Library and offer evening technology workshops. This is important as the college migrates to Canvas and the Library is the only open computer lab at the college. The Library also has been tasked to support first-level Canvas support to students, faculty, and staff at the newly implemented Skyline College Technology Support service (Estimated annual salary of $23,500 + benefits)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
2210	Library	IA2 (0.48 FTE): Hire permanent, part-time evening and weekend Instructional Aide II to assist students with technology in the Library and offer evening technology workshops. This is important as the college migrates to Canvas and the Library is the only open computer lab at the college. The Library also has been tasked to support first-level Canvas support to students, faculty, and staff at the newly implemented Skyline College Technology Support service (Estimated annual salary of $23,500 + benefits)	$23500.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 4/28/2017	**Task Type:** Department/Division/Unit	**Priority Level:** High	**Task Order:** 3
Due Date:	**Completion Date:**	**Task Status:** New/Pending	**Budget:** $28,000

Technology Support Student Assistants: Additional student assistant funding is needed to staff the Skyline College Technology Support service, especially with Canvas migration (Estimated annual cost $28,000).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
2392	Library	Technology Support Student Assistants: Additional student assistant funding is needed to staff the Skyline College Technology Support service, especially with Canvas migration (Estimated annual cost $28,000).	$28000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 4/28/2017	**Task Type:** Department/Division/Unit	**Priority Level:** High	**Task Order:** 4
Due Date:	**Completion Date:**	**Task Status:** New/Pending	**Budget:** $10,000

Skyline College Promise Lending Library: Additional student assistant funding is needed to assist with basic textbook processing for the Lending Library materials as well as staffing the circulation desk while permanent classified staff select, purchase, and coordinate Lending Library activities (estimated annual cost $10,000)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
2392	Library	Skyline College Promise Lending Library: Additional student assistant funding is needed to assist with basic textbook processing for the Lending Library materials as well as staffing the circulation desk while permanent classified staff select, purchase, and coordinate Lending Library activities (estimated annual cost $10,000)	$10000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Library
Unit Manager: De Barra, Chelssee

Objective: 154 - BSRC program library support and collection

Objective Description:

Additional resources are needed for the Library to support the BSRC program and meet ACCJC accreditation standards.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	Medium	3

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$15,000

Part-time librarian hours for a health sciences specialist for reference, instruction, and collection development. Approximately 8 hours/week ($15,000 annually)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
1459	Library	Part-time librarian hours for a health sciences specialist for reference, instruction, and collection development. Approximately 8 hours/week ($15,000 annually)	$15000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Ongoing	$2,000

Library needs additional funding to expand the Respiratory Care and upper division general education print and electronic books to meet ACCJC accreditation standards. Funded previously through SMT grant. ($2,000 annually)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
6310	Library	Library needs additional funding to expand the Respiratory Care and upper division general education print and electronic books to meet ACCJC accreditation standards ($2,000 annually)	$2000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Ongoing	$8,000

Library needs additional funding to support BSRC and upper division general education for journal subscriptions requested by program. Funded previously through SMT grant.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
4513	Library	Dedicated library subscriptions to health science journals including new electronic subscriptions to American Journal of Respiratory and Critical Care Medicine (AJRCCM), The Lancet, Chest, Heart & Lung.	$8000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Library
Unit Manager: De Barra, Chelssee

Objective: 156 - Textbook affordability and Open Educational Resources

Objective Description:

Addressing textbook affordability issues at Skyline College through expansion of Library textbook reserve (previously funded by ASSC; funding not available AY17-18) and Skyline College Promise Scholarship Program Lending Library. Inability to afford required course materials is a barrier to students and an equity issue.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	Medium	3

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Ongoing	$10,000

Textbook Reserve: The Library expanded textbook reserve collection through partnership with Associated Students of Skyline College (ASSC) temporary funding. Funding was not awarded by ASSC for AY17-18. Access to learning materials ensures equity, improves student success, and contributes to the Skyline College Promise "Get Through" goal ($10,000 annually).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
6310	Library	Textbook Reserve: The Library expanded textbook reserve collection through partnership with Associated Students of Skyline College (ASSC) temporary funding. Funding was not awarded by ASSC for AY17-18. Access to learning materials ensures equity, improves student success, and contributes to the Skyline College Promise "Get Through" goal ($10,000 annually).	$10000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Un it	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Ongoing	$5,000

Skyline College Promise Lending Library: Additional book processing and other supplies are needed for the Lending Library (i.e. book tape, barcodes, labels, stamps, ink, paper, folders, security targets, sticker remover, etc.) ($5,000 annually)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
4510	Library	Skyline College Promise Lending Library: Additional book processing and other supplies are needed for the Lending Library (i.e. book tape, barcodes, labels, stamps, ink, paper, folders, security targets, sticker remover, etc.) ($5,000 annually)	$5000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 158 - Technology needs

Objective Description:

 The Library needs upgraded print management system and additional hardware (Macs and tablets) to support student computing, printing, and access to technology for student learning.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	Medium	1

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$0

Printing: partner with District ITS to pilot new and easy-to-use print management system (tentatively planned Summer 2017, unknown cost).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	Medium	2

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$8,000

Macs: Purchase two iMac desktops for student video editing and multimedia projects ($8,000 estimate)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
6450	Library	Macs: Purchase two iMac desktops for student video editing and multimedia projects ($8,000 estimate)	$8000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017		Medium	3

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$3,000

Tablets: 5 new iPads for student checkout, especially for video recording assignments ($3,000 estimate).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
4511	Library	Tablets: 5 new iPads for student checkout, especially for video recording assignments ($3,000 estimate).	$3000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Library
Unit Manager: De Barra, Chelssee

Objective: 160 - Library Furniture, Fixtures, and Equipment requests

Objective Description:

There are many needs for the Library's physical building and ongoing facilities issues.

Start Date:	Task Type:	Priority Level:	Task Order:
4/28/2017	Department/Division/Unit	High	5

Due Date:	Completion Date:	Task Status:	Budget:
		New/Pending	$30,000

Collaborative furniture: Replace soft seating. The current cushioned chairs and couches in the periodicals area are over 20 years old. Collaborative furniture for students is requested. ($30,000 estimate)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
6470NC	Library	Collaborative furniture: Replace soft seating. The current cushioned chairs and couches in the periodicals area are over 20 years old. Collaborative furniture for students is requested. ($30,000 estimate)	$30000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	Medium	6
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$0

Permanent service desks: Replace Reference desk and Technology Support desks that allow for effective student consultations and are ergonomic. Current service desks were temporary furniture solutions. (Unknown cost)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	Medium	7
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$0

Relocate ADA stations: Relocate three ADA stations in Library to area that is more accessible (unknown cost)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Un it	High	2

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$0

Shelving: Remove metal shelving on back wall of general collection and in circulation area. Patch and paint wall areas and address any carpeting issues in these areas (unknown cost)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017		High	1

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$0

High-tech Study Room: Convert former microfilm area into multi-media collaborative student space for group study and supplemental instruction (unknown cost).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 4/28/2017	**Task Type:** Department/Division/Unit	**Priority Level:** Medium	**Task Order:** 4
Due Date:	**Completion Date:**	**Task Status:** New/Pending	**Budget:** $0

Modify Processing Room: Create new staff office and a multi-use room for conferencing, study room, or AV/media room (unknown cost).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 4/28/2017	**Task Type:**	**Priority Level:** High	**Task Order:** 3
Due Date:	**Completion Date:**	**Task Status:** Ongoing	**Budget:** $20,000

Learning Commons: Update building signage to reflect Learning Commons and for student usability (estimated $20,000)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
6470NC	Library	Learning Commons: Update building signage to reflect Learning Commons and for student usability (estimated $20,000)	$20000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 4/28/2017	**Task Type:** Department/Division/Unit	**Priority Level:** Medium	**Task Order:** 8
Due Date:	**Completion Date:**	**Task Status:** Ongoing	**Budget:** $0

Ongoing facilities issues: Address ongoing ceiling leaks, replacement of water damaged acoustic tile, lighting issues, adding lighting switches, and food odors from Cafeteria (Unknown cost)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Library
Unit Manager: De Barra, Chelssee

Objective: 162 - Long Term Facilities and Technology Plans

Objective Description:

Long-term library plans include RFID technology adoption and additional facilities upgrades.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017		Low	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$0

RFID: With sister colleges, explore the implementation of RFID technology to bring us in line with the public libraries in PLS. Currently, our items require special handling (i.e., extra work) by the public libraries. Self-checkout and sorting is available with RFID (unknown cost)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
4/28/2017	Department/Division/Unit	Low	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New/Pending	$0

Facilities:
• Replace windows that have broken seals, replace blinds, and restore levers to bottom part of windows (unknown cost)
• Add electronic blinds as current blinds are difficult to pull up and down in case of an emergency (unknown cost)
• Update electrical wiring in Quiet Zone: carrels currently use chained together power strips (unknown cost)
• Add a public address system: for safety issues (unknown cost)
• Redesign Library Lab: flexible furniture, smart projection, tv screens, and mobile computing

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	