

Library NIPR Annual Update

2024

LASSEN COMMUNITY COLLEGE

Library

Shar Murphy & Christina Madrid

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NIPR Annual Update Template

2024

Progress Report

The Library continues to support students with two printers and 11 desktop computers, including two ADA-compliant machines. Despite these challenges, the Library has successfully secured additional essential textbooks and continues offering students Chromebooks and hotspots.

Recent textbook adoptions have driven new purchases, with the average textbook costing approximately \$115. Chromebooks, with an average lifespan of five years, cost around \$200 each. Currently, the Library is still utilizing 22 Lenovo and 27 Samsung Chromebooks purchased in 2015 and an additional 20 acquired in 2018.

During the COVID-19 pandemic, when the campus closed in March 2020, the Library obtained one hundred Acer Chromebooks and forty T-Mobile hotspots on loan. While the hotspots are no longer in service, ninety-two of the loaned Chromebooks remain actively used. Over the past year, the Library has also acquired sixty Hewlett-Packard Chromebooks to meet ongoing student needs.

Administrative Unit and/or Student Learning Outcomes

ISLO	AUO	Assessment Measure/Target
1, 2, 3	The student will utilize library resources and services that support the student's academic success.	Measure: Circulation data; database usage; traffic counters; student surveys. Target: 3% annual increase.
2, 3	The student will profit from an environment that supports and fosters the student's engagement and learning through quality information.	Measure: Student surveys. Target: 75% of all students will be satisfied with the Library's environment and accessible information.
2, 3, 4	The student will utilize and learn various technology platforms, such as computers, e-devices, the internet, remotely, or a combination of all four.	Measure: Student surveys. Target: 75% of all students will be satisfied by access and instruction on technology platforms.

Program Needs Assessment

As the College expands its offering of hybrid and online courses, the demand for textbooks, desktop computers, Chromebooks, hotspots, and printers continues to rise. National research indicates that students often face the difficult choice of whether to spend their limited funds on food or textbooks. To support students, the Library's semester-long textbook loan program has been growing, and the Library is also working to acquire newly adopted textbooks for

upcoming semesters.

Traffic counter data shows that students, faculty, staff, and the local community continue to make use of the Library for various activities, including printing, studying, research, and borrowing books from the movable shelves. The community also relies on the Library, since the public library is closed for renovations until February 2025; upon reopening the public library will continue their normal hours of operation which includes being closed on Mondays and Fridays.

Library staff and surveys highlight that the existing 11 Dell desktop computers, including two ADA-compliant models, are outdated and require significant upgrades to improve speed and functionality. Within the last year the IT department has reconfigured the existing desktop computers with minor updates and modifications. Replacing them with newer models would enable students to complete their tasks more efficiently (since the first draft of this report, 9 out of the 11 computers have been replaced by IT with wireless printing capability in progress).

The Library's printers have been experiencing frequent malfunctions, impacting their ability to serve students and staff effectively. Users have reported inconsistent printing results, including delays, and occasional printer failures. Additionally, there is an increasing demand for virtual or remote printing, allowing students to send print jobs from their personal devices or off-campus locations. Replacing the outdated printers, along with implementing remote printing capabilities, would help ensure more reliable service and meet the growing demand for printing resources both on-site and remotely.

Last year, equity funds purchased Chromebooks and hotspots for the Library to assist students with technology loans. However, there is still a waiting list for both devices each semester. The Math Department at the College has switched to using TI-89 calculators for upper-level math. A generous donation of 12 TI-89s and 20 TI-84s from a department faculty member has supported the Library's efforts to meet student needs.

According to the Library's program system, Ex Libris, 14,785 textbooks, Chromebooks, hotspots, and calculators have been loaned out since Fall 2022. Recent inventory checks indicate that approximately 75 percent of these devices and textbooks are either no longer operational or have not been returned.

Additionally, installing two strategically placed mirrors in the Library would enhance safety and security, particularly around the movable shelving areas. These mirrors would help monitor secluded spaces, ensuring the well-being of both staff and students.

Progress and Reprioritization of Recommendations

Recent years have highlighted that the Library's 11 Dell desktop computers are outdated and increasingly unreliable. Even with recent minor updates and adjustments to reconfigure the existing desktop computers, IT personnel are frequently called upon to maintain and repair these machines, diverting valuable resources from other essential tasks. Replacing these aging computers has become a top priority to ensure students and staff have access to functional, efficient technology (since the first draft of this report, 9 out of the 11 computers have been replaced by IT with wireless printing capability in progress).

Statistics reveal that textbooks, Chromebooks, hotspots, and graphing calculators remain in

high demand. Circulation numbers prove their borrowing is extraordinarily high, and the Library often runs out of items to loan. The adoption of new textbooks requires that the library purchase updated titles and acquire technologies to aid students in accessing virtual resources, such as eBooks and OER texts.

Recent challenges with the Library's printers, including frequent malfunctions, have hindered their ability to effectively serve students, staff and community members. Users have reported issues such as delays and printer failures. In addition, there is a growing need for virtual or remote printing services, enabling students to send print jobs from personal devices. To address these issues and better meet the increasing demand for both on-site and mobile printing, replacing the outdated printers and implementing virtual printing capabilities is a critical next step.

The installation of mirrors can enhance safety and visibility in workspaces, particularly in less monitored areas such as library shelving. With improved visibility, staff can more efficiently monitor secluded spaces and ensure a safer environment. Mirrors help staff monitor blind spots, ensuring they can quickly respond to any incidents or unusual activities including theft. This boosts overall safety for both students and employees.

The reinstallation of the blinds in the library enhances both energy efficiency and accessibility. By regulating natural light, blinds help maintain a comfortable indoor temperature, reducing the need for artificial heating and cooling, thus lowering energy consumption. Additionally, they provide a vital solution for individuals with medical needs, such as those with epilepsy or light sensitivity, by controlling glare and minimizing the risk of triggering symptoms. Blinds can create a more inclusive environment, ensuring both comfort and safety for all library users.

The Library, in alignment with the College, strives to be proactive in health and safety precautions.

Estimated Cost calculation:

❖ **2 new Dell desktop computers**

Dell OptiPlex 5000 Series (desktop) – Approx. \$600–\$800 per unit, depending on the configuration (processor, RAM, storage).

- 2 units x \$600 = \$1,200
- 2 units x \$800 = \$1,600

❖ **50 New Chromebooks to replace aging devices**

Acer Chromebook 11 (entry-level model) – Approx. \$200–\$250 per unit.

- 50 units x \$200 = **\$10,000**
- 50 units x \$250 = **\$12,500**

Lenovo 300e Chromebook (mid-range) – Approx. \$250–\$300 per unit.

- 50 units x \$250 = **\$12,500**
- 50 units x \$300 = **\$15,000**

HP Chromebook x360 11 (higher-end model) – Approx. \$300–\$400 per unit.

- 50 units x \$300 = **\$15,000**
- 50 units x \$400 = **\$20,000**

❖ **\$15,000 for new & high-demand Textbook adoptions**

❖ **Two Updated Brother Printers**

Brother HL-L5200DW (Monochrome Laser Printer) – Approx. \$250–\$350 per unit.

- 2 units x \$250 = **\$500**
- 2 units x \$350 = **\$700**

❖ **Two beveled security mirrors**

Small to Medium Beveled Security Mirrors (12" to 24") – Approx. \$30–\$100 per unit.

- 2 units x \$30 = \$60
- 2 units x \$100 = \$200

Larger Beveled Security Mirrors (36" or larger) – Approx. \$100–\$300 per unit.

- 2 units x \$100 = \$200
- 2 units x \$300 = \$600

❖ **Painting trim, Calking windows, & Installing blinds**

We estimate that this project will take our maintenance staff approximately 5 days to complete, with a total cost of around \$5,000. This includes the rental of specialized equipment, purchase of necessary supplies, and employee salaries/wages.

Additional Information

N/A

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan

N/A

Prioritized Recommendation for Inclusion in Student Services Master Plan

Strategic Goal	Strategic Objective	Planning Agenda Item	Implementation Time Frame	*Estimated Cost (implementation & ongoing)	Funding Source	Program Priority	Expected Outcome
1,2, 3	Continue funding for textbooks.			\$15,000.00		1	Access to textbooks for student success
1,2, 3	Increase the number of Chromebooks.			\$10,000.00-\$20,000.00		2	Access to technology for student success
1,2, 3	Printers			\$1,500.00-\$3,00.00		3	Access to printing for student success

Prioritized Recommendations for Inclusion in Educational Master Plan

N/A

Prioritized Recommendations for Inclusion in Human Recourse Master Plan

N/A

Prioritized Recommendations for Inclusion in the Facilities Master Plan

Strategic Goal	Strategic Objective	Planning Agenda Item	Implementation Time Frame	*Estimated Cost (implementation & ongoing)	Funding Source	Program Priority	Expected Outcome
2,3	Painting trim, Calking windows, & Installing blinds			\$5,000.00		1	Energy efficiency, regulating natural light, controlling glare for individuals with medical needs
1, 2	Security mirrors			\$60.00		2	More secure environment for students

Prioritized Recommendations Inclusion in Institutional Technology Master Plan

Strategic Goal	Strategic Objective	Planning Agenda Item	Implementation Time Frame	*Estimated Cost implementation & ongoing)	Funding Source	Program Priority	Expected Outcome
1,3	Upgrade Outdated Dell Desktop Computers			\$6,600.00-\$8,800.00		1	enhance operational efficiency, reduce repair costs, & reliable technology access

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.