

# **Cypress College Library**

## **Annual Report**



**July 1, 2015—June 30, 2016**

**Cypress College Library  
Annual Report  
July 1, 2015—June 30, 2016**

# NARRATIVE

The library continues to see an increase in online usage, with a 13.5% increase in Full Text Database searches. In person Reference usage was up this past year as well. There was a 5% increase in Reference questions answered and a 37 % increase in Student Consultations (10 minutes plus). Textbook use, while dropping 20% over last year, accounted for 69% of all library checkouts.

Librarian **Peggy Austin** retired after twenty-five years of service. Peggy was a great asset to the library and the campus. She will be greatly missed. Two new User Design (UX) full-time tenure track librarians (**Leslie Palmer** and **Angela Boyd**) were hired in fall 2016. They will focus on implementation of social media and technology, user evaluation and improvement of library programs and services, and focused outreach to students. **Eric Cardoso** resigned to take a librarian position with Cerritos Public Library and his replacement will start in fall 2016.

**Busiest Day:** August 31, 2015 had 1,932 students visit the library.

**Busiest Week:** August 26-30, 2015 had 13,342 students visit the library.

**Busiest Month:** September 2015 had 35,982 students visit the library

**Busiest Year:** The library's Full-Text Database Searches increased 13.5% from 2,044,804 to 2,321,505.



Photographs by Mohammad Chaudry

# CYPRESS COLLEGE LIBRARY

## Annual Report

### 2015/2016

<b>LIBRARY HOURS</b>	
Fall and Spring Semesters	Summer School 2012
Mon. – Thurs. 8:00 a.m. – 9:00 p.m. Friday 8:00 a.m. – 1:00 p.m. Saturday CLOSED Sunday CLOSED	Mon. – Thurs. 11:00 a.m. – 7:00 p.m. Fri. – Sun. CLOSED
Total hours per week: 57	Total hours per week: 32

<b>PERSONNEL</b>							
Full-Time Librarians	Full-Time Classified	Work/Study Students	Work/Study Total Hours	Work/Study FTE	Student Hourly	Student Hourly Total Hours	Student Hourly FTE
4	5	0	0	0	2	1,311	.82
FTE = hrs/40 wks/40 hrs.				FTE = hrs/40 wks/40 hrs.			

<b>ADJUNCT LIBRARIANS</b>					
Fall & Spring Semesters		Summer School 2012		Combined Total	
Hours Worked	FTE	Hours Worked	FTE	Hours	FTE
1,428.5	1.17	169.5	.63	1,598	1.07
FTE = hrs/32 wks/38.25 hrs.		FTE = hrs/7 wks/38.25 hrs.		FTE = hrs/39 wks/38.25 hrs.	

\*Librarian on sabbatical for Spring 2015 and coverage for Staff Development Release time.

<b>BUDGET</b>			
<b>Account Name</b>	<b>Starting Balance</b>	<b>Source</b>	<b>Expenditure</b>
Books	\$75,000	Lottery Fund	\$73,026
Textbooks	\$15,000	Book Fund & One Time Funding	\$11,242
Periodicals	\$14,250	General & Lottery Funds	\$16,237
Contracted Services (Database Subscriptions)	\$68,241	Lottery Fund Book Account	\$68,111
Certificated Hourly	0	Not funded	\$64,046
Classified Hourly – Fines, Prev. Yr.	0	Fines Acct Supply Account	\$10,770
Supplies	\$6,568	General Fund	\$6,508
Supplies – Coin-Op	0	Income Account	\$40,713
Supplies – Fine	0	Income Account	\$4,391
Supplies – Coin-Op, Prev. Yr.	\$80,595	Photocopiers	\$21,730
Supplies – Fines, Prev. Yr.	\$1	Fines	\$18,760
Postage	\$850	General Fund	\$306

<b>LIBRARY COLLECTIONS</b>				
<b>Book Collection</b>				
Volumes Added	Titles Added	Volumes Withdrawn	Total Volumes Owned	Total Titles Owned
1,246	1,096	343	62,723	55,264
<b>Audio Collection (Cassettes &amp; CD's)</b>				
Volumes Added	Titles Added	Volumes Withdrawn	Total Volumes Owned	Total Titles Owned
48	27	8	1,414	729
<b>Video Collection (DVD's)</b>				
Volumes Added	Titles Added	Volumes Withdrawn	Total Volumes Owned	Total Titles Owned
270	235	0	4,067	3,533
<b>Periodical Collection</b>				
Print Subscriptions Added	Print Subscriptions Dropped	Total Current Print Subscriptions	Total Periodical Titles in Catalog	
0	0	71	82	
<b>Electronic Indexes &amp; Full-Text Databases</b>				
Database Subscriptions	Number of Electronic Full-Text Journal Titles	Full-text Periodical Database Searches*	Number of E-Books	Web Site Count
13	Over 8,000	2,321,505	8,356	195,374
		*Excludes Voyager searches		

## SERVICES

### Reference

Reference Questions Answered	Student Consultations (10 minutes plus)	Electronic Reference Questions	Faculty Interaction	Directional Questions	Orientations Offered (Class Count)	Students Attending Orientations
5,390	436	146	146	4,360	144	4,237

### Circulation

#### Items Charged

Books	Reserves	Textbooks	Paperbacks	Pamphlets	CD's	DVD'S	Total
3,981	3,059	20,141	331	-	70	1,472	29,054

#### Income

Book Fines	Videos Fines	Books Lost/Paid	Media Lost/Paid	Processing Fee	Special Library Cards	Damage	Total
\$3,415	\$710	\$84	\$39	\$50	\$72	-	\$4,370

#### Special Library Cards

SCE	Faculty & Staff	Community	Complimentary	CSULB Student	Cal-West Libraries	Total
45	20	5	-	-	2	72

#### Activity

Turnstile Total	Photocopies Made	Reserves Added	Reserves Removed	Overdue Notices Mailed
179,955	63,233	282	762	396/150

<b>Interlibrary Loan</b>				
<b>Cypress borrowed:</b>				
Monographs	Periodicals	Government Documents	Total	Unfilled
15	4	0	19	5
<b>Cypress lent:</b>				
Monographs	Periodicals	Government Documents	Total	Unfilled
21	0	0	21	392

<b>Technical Services</b>		
<b>Items Purchased</b>		<b>Items Donated</b>
1,282		542
Cataloging Records Edited	Items Withdrawn	Items Mended
862	351	518

**CYPRESS COLLEGE LIBRARY  
ANNUAL REPORT  
JULY 1, 2015 - JUNE 30, 2016**

**STAFF**

**Treisa Cassens, Dean, Library & Learning Resource Center ..... 484-7302**

**Peggy Austin, Dept. Coordinator, Acquisitions, Periodicals & Circulation Librarian..... 484-7066**

**Monica Doman, Cataloging & Systems Librarian, ..... 484-7067**

**Billy Pashaie, Bibliographic Instruction Librarian .....484-7418**

**Joyce Peacock, Reference Librarian ..... 484-7068**

**James Carrocino, Library Services Coordinator..... 484-7070**

**Eric Cardoso, Library Assistant II, Circulation.....484-7000 ext. 48125**

**Mohammad Chaudhry, Library Assistant II, Circulation ..... 484-7419**

**Bonnie Fast, Library Assistant III, Acquisitions & Cataloging..... 484-7072**

**Alycia Wildman, Library Assistant II, Technical Services ..... 484-7073**

**Reference Desk ..... 484-7069**

**Circulation Counter .....484-7125**

**Library web site: [library.cypresscollege.edu](http://library.cypresscollege.edu)**