**Library Science Portfolio Website**

I will construct a portfolio website in preparation for my Fall 2025 e-portfolio course. If all goes well this summer, I will have only one regular library science course and the e-portfolio class remaining in my degree program. I hope to graduate in December 2025 with a master’s degree in library and information science.

**Home Page**

Hello, and welcome to my library science portfolio! My name is Minh Elan. CVs, resumes, and educational certificates can only go so far - this website serves as a showcase of my achievements as a Library and Information Science student and a space for reflection on my educational journey. Included on these pages are examples of my academic work, lessons learned in hindsight, and a little information about myself. The selected assignments demonstrate my mastery of the University of Missouri’s Master of Library and Information Science program student learning outcomes.

**About Page**

Hello! I am Minh Elan, Adult Services Manager at Neill Public Library. NPL serves the City of Pullman, Washington, and I lead our adult services team. Classes and crafts, conversations and books – these are all part of the work I love. I come by the desire to help adults honestly. As a first-generation Vietnamese American, I watched my immigrant father build a life for his entire 13-person family from the ground up, with help from my rudimentary (but always free) translation services.

In 2015, I earned a master’s degree in psychology, thinking I could improve lives one counseling session at a time. It turns out I am too impatient for the average step-by-step plan. I found a better fit in the fast pace and wide reach of public libraries. Today, I am a student in the University of Missouri Master of Library and Information Science program. I expect to graduate in December 2025.

My coursework focuses on public library and administration work. I have worked in public libraries since 2017 and hope to continue leveraging my experience and skills for the good of my community.

**Favorite quote:**

*“I have no special talents. I am only passionately curious.”* -Albert Einstein

A person in a library

AI-generated content may be incorrect.

**Projects/Experience**

**Competency:** Applythe core principles, ethics, values, and body of knowledge to questions in library and information science, according to their area of specialty.

**Relevant Coursework:** Community Analysis assignment from ISLT 7313: Collection Access and Management (Fall 2023)

**Description:** In this assignment, students were asked to choose a library, research its respective community using demographic data, news coverage, and interviews, and write a community analysis in a narrative style. A successful community analysis needed to describe the community, analyze the needs of different community members, and identify how community needs might inform collection access and management policies. Areas of impact to explore included library collection development, access policies, and outreach services. Students were evaluated on their ability to follow instructions, use data to inform a narrative, and analyze the needs of all members of the community, with an emphasis on diverse populations.

**Artifact:** Community Analysis PDF

**Reflection:** This assignment gave me the opportunity to practice analyzing multiple sources of information (e.g., qualitative and quantitative, local and federal) for the purposes of library decision-making. It also showed me what types of questions to address in a community analysis. I completed this assignment largely using census data. If I were to redo it, I would also consult news sources and interviews to obtain a more well-rounded view of my community.

**Competency:** Demonstrate evaluative and analytical skills needed to respond flexibly and adaptably to future changes and challenges within the organizations and institutions where they will be employed.

**Relevant Coursework:** Budget Presentation assignment from ISLT 9410: Welcome to Budgeting for Libraries (Summer 2023)

**Description:** In this assignment, students were tasked with evaluating budget figures for a fictional library, preparing a fifteen-minute budget proposal presentation for the Library Board of Trustees, and delivering the presentation. Students were provided with an Excel workbook containing budget figures, specifically, actual figures for the past two years, budget figures for the current year (actual figures leading to the current date and expected figures between the current date and end of year), and a proposed budget for the following year.Presentations were recorded using VoiceThread. Students were evaluated on clarity of presentation delivery and inclusion of key components, such as the library’s mission statement, previous year highlights, goals for the upcoming year, alignment between goals and proposed budget, explanations for revenue expectations, and meaningful charts and graphs.

**Artifacts:** Budget Presentation PowerPoint, Budget Presentation Excel Workbook.

**Reflection:** This assignment was practical and applicable. I have seen my own library director present budgets to City Council and the Library Board. One of the strengths of the assignment lies in its ambiguity. As with real budgets, the figures can be interpreted several ways; there is not one correct interpretation. Another strength of the assignment was the inclusion of realistic elements. It was assumed that the Board would have a copy of the budget for reference and a working understanding of common library terms. Through this assignment, I practiced extrapolating from data and acting decisively.

**Competency:** Assess community needs, formulate plans to respond to users of information agencies, and instruct users in using informational resources.

**Relevant Coursework:** Collection Evaluation assignment from ISLT 7313: Collection Access and Management (Fall 2023)

**Description:** In this assignment, students were asked to demonstrate their understanding of collection evaluation techniques and methods by creating a plan for evaluating a print or digital collection of their choice. Collection evaluation plans needed to include discussion of the collection chosen for analysis, identification of the goals of the collection analysis, description of selected evaluation methods and methods that were considered but not utilized, as well as how results could impact management of the collection in the future. Other important considerations included whether the evaluation plan was practical and reasonable and if the goals of the collection analysis were meaningful.

**Artifact:** Collection Evaluation PDF

**Reflection:** The strengths of this assignment include its relevance to library work and how it allowed me to practice using my newfound learning about collection evaluation. I especially appreciated the opportunity to propose a collection evaluation plan and receive critical feedback from someone knowledgeable in the subject. In this project, I planned to evaluate my library’s book on CD collections. Since then, I have learned about alternative formats and would discuss those if I had the opportunity to redo the project.

**Personal Reflection**

Prior to enrolling in the University of Missouri’s Master of Library and Information Science (MLIS) program in January 2023, I had been working full-time at Neill Public Library in Pullman, Washington since 2017. My experiences in library administration, circulation, reference, and adult services led me to hold biases about which library courses would be valuable or difficult. I expected Reader’s Advisory and Emerging Technologies in Libraries to be easy or superfluous, but I quickly discovered new dimensions of librarianship. For example, I was surprised by the sheer variety of Reader’s Advisory tools and the necessity of library technology plans.

My coursework has been diverse and engaging. I especially appreciate learning from library professionals beyond my local sphere. As the current Adult Services Manager at Neill Public Library, I strive to be a librarian who inspires confidence, engages proactively, and responds thoughtfully. The MLIS program strengthens my ability to do just that. I am building competencies in emerging library trends, library principles and history, and analytical and management skills suiting a variety of library needs, especially as they relate to user-focused services. These will be vital as I navigate complex library issues like rising e-material costs, censorship, and legislative scrutiny.

In addition to academic growth, the program has challenged me to practice important life skills. As a working professional, balancing graduate coursework, full-time work, and personal obligations has been a challenge. During previous academic experiences, I had the privilege of devoting myself to school full-time. In contrast, the MLIS program has required careful time management and prioritization. At times, I had to choose between doing well in work, school, and personal life or excelling in one area and seeking support in another. I am grateful to the University of Missouri faculty for structuring their courses with understanding and flexibility.

With the knowledge I have gained at the University of Missouri, I hope to bring to Neill Public Library programs that suit Pullman’s unique demographic. Over the years, I have noticed that many people of color, college students, and young professionals in Pullman are not library users, despite census results showing that more than half of those in Pullman are 20 to 39 years old, and 12% of Pullman residents identify as Asian, 8% as Hispanic/Latino, and 9% as another race or multiracial. The library’s user demographic skews toward children and their parents, older adults, and white- or Asian-appearing residents. The MLIS program has prepared me to plan and implement thoughtful programming and collections that better serve these underserved groups. I am especially eager to conduct community analyses to address this challenge.