**Helena College Committee & Council Membership:**

* Della Dubbe serves on the Academic Standards and Curriculum Review Committee (ASCRC), the Budget Committee, the College Council, the Academic Instructional Council, the Faculty Senate, Executive Council of the Senate (ECOS), Montana Campus Compact (MTCC) Advisory Committee, Treasure State Academic Information and Library Services (TRAILS) General Council, TRAILS Collection Development Committee, The Helena College Scholarly Research Council, advisory for the One Button Light Board Studio, hiring committee for the Vista volunteer, and the State Librarians’ Roundtable.
* Jessie Pate serves on the e-Resources and Overdrive Committees for TRAILS, the Helena College Website Architecture Group (until 7/2017), the Helena College Diversity Committee, the Montana Library Association Awards Committee, the Montana Book Award Committee, and is Vice President of Staff Senate.
* Mary Ann George attends Staff Senate, serves as Chair of the Quality of Work Life Committee, serves on the Fulfillment and Resource Sharing Committees for TRAILS, serves as substitute Representative for MPEA Helena College Chapter, and is a Wellness Champion.

**Meeting and Conference Attendance:**

* Della and Jessie - Helena College Library Advisory Council meeting (4/27)
* Jessie – Board of Regents breakfast with the MUS Staff Association (MUSSA) (5/25)
* Della - State Librarians’ Roundtable meetings (bi-monthly)
* Jessie – Alma Certified Administrator Training (month of June)
* Della - Instructional Council All-day Retreat (6/30)
* Della and Jessie - Primo workshop hosted at MSU (7/11)
* Della, Jessie & Mary Ann – Armed Intruder Training (6/29, 7/12)
* Della - facilitator/presenter/mentor for the Montana State Library Leadership Institute (7/26-29)
* Jessie - Pacific Northwest Library Association Annual Conference (8/2-4)
* Mary Ann – Annual MUS Interlibrary Loan meeting (8/2)
* Della - TRAILS Collection Development Committee meeting (9/1)
* Della – Montana State Library Workshop and Leadership meeting (9/7)
* Della - Treasure State Academic Information and Library Services (TRAILS) General Council meeting (10/20)
* Della - Redesigning Community Colleges Shared Read meetings (9/8, 10/13, 11/8)

**Community Outreach – College and larger Helena Community**

* The library continues to partner with the Helena College Diversity Committee in creating topical displays and programming – “I Am” Campaign, Diwali celebration, Native Montana Exhibit and Panel
* Mary Ann served as a juror on a Mock Jury Trial for Deb Micu’s class assignment
* The library provided eclipse glasses for viewing the total eclipse of the sun
* Della partnered with Jan Clinard to present a breakout session on communication for convocation
* The Library Research Prize Party – 8/17
* Partnered with Student Affairs and the Lewis & Clark Library for Family Literacy Night (11/16)
* The library continues to partner with the Lewis & Clark Library for the “Big Read” – Book Discussion and Lecture
* The Library manages a Helena College Book Exchange on both the Donaldson and Airport Campuses
* Della has spent 2 hours a week fall semester at the Airport Campus providing library reference
* Mary Ann organized Helena College for a QWL Trivia Night at Miller’s Crossing
* Mary Ann is active in our Wellness Program promoting programs and activities that encourage health and wellness on campus such as Friday healthy snacks
* Mary Ann is a classroom volunteer at Bryant Elementary School
* Mary Ann and Jessie participated in the Annual Kickball & Barbecue for faculty & staff
* Jessie presented an iPad workshop for TRIO (9/21)

**Goals for FY2018**

* Work with Airport Campus Faculty in providing information literacy instruction and library reference for students on that campus – visit with each faculty member
* Develop and administer a library satisfaction and website survey using Qualtrics (spring 2018)
* Change our Library Procedures Manual to reflect move to Alma (summer 2018)
* Work with Barb and Danny to create library website changes that increase usability and discoverability
* Update Information Literacy Tutorial to conform to the new assessment database (if need be)

**Ongoing:**

* Encourage faculty purchase suggestions
* Assist with the development of a One Button Studio and light board
* Work with bibliographic instruction librarians in the Academic Information Literacy Alliance in the development of common learning goals using frames for students at different levels
* Promote and expand library services in the Moodle classroom by creating, or providing access to, videos and links for library instruction and resources that can be embedded in the online environment
* iPad content development in coordination with faculty
* Collaborate with TRAILS members – meetings, collection development, interface, and services – following the implementation (December 16, 2016) of our new statewide academic library Universal Resource Management tool, Alma ExLibris
* Collaborate with faculty in the creation of, and updates to, subject and class guides using “Libguides”
* Library Research Prizes awarded each semester
* Select, purchase, catalog, and maintain quality print and digital collections for our Helena College community
* Offer classroom instruction and “book a librarian” on demand

**Ideas to Discuss: Forward Focus**

* iPad replacement schedule and usage; engaging faculty in app additions
* Interest in OER - open educational resources are free and openly licensed educational materials that can be used for teaching, learning, research, and other purposes.
* One Button Studio & Light Board (update & usage)
* Contextual information literacy instruction and assessment on the Airport Campus
* Institutional Information Literacy Assessment – library tutorials with pre-tests (usage update)
* Primo & Alma Ex Libris – TRAILS leadership structure/role of our staff, analytics, general improvement – Primo new UI, Alma new UI
* Database purchases and cancellations through TRAILS and otherwise – EBSCO, Automate, Mango, Flipster
* Purchase of laminator for Community Borrower cards – promoting the service
* Scholarly Research Council participation - librarians as reviewers, etc.
* Advice on encouraging “book a librarian” and classroom instruction.
* Faculty library instruction to promote consistency

Submitted by Della Dubbe, Director of Library Services 11/27/2017