**Helena College Committee & Council Membership:**

* Della Dubbe serves on the Academic Standards and Curriculum Review Committee (ASCRC), the Budget Committee, the College Council, the Director’s 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, TRAILS Discovery Committee, The Helena College Scholarly Research Council, the Cates Committee for MLA, and the State Librarians’ Roundtable.
* Jessie Pate serves on the e-Resources and Overdrive Committees for TRAILS, 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 is a member of Staff Senate, serves as Chair of the Quality of Work Life Committee, will be co-conference planner for the 2019 MLA Conference, serves as Chair of the Fulfillment and Resource Sharing Committee for TRAILS, serves as acting President of MPEA Helena College Chapter, and is a Wellness Champion.

**Meeting and Conference Attendance:**

* Della and Jessie - Helena College Library Advisory Council meeting (11/30)
* Della - State Librarians’ Roundtable meetings (quarterly, held at Helena College 2/8)
* Della - facilitator/presenter/mentor for the Montana State Library Leadership Institute (will be completed 5/2018)
* Della – Montana Library Association Conference (4/11-13)
* Della – presentations and sharing of best practices with the Beijing Normal University and University of Montana (4/24)
* Mary Ann – MPEA Bargaining (4/25)
* Della - TRAILS Collection Development Committee meeting (4/26)
* Jessie - Treasure State Academic Information and Library Services (TRAILS) General Council meeting (5/16)

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

* The library continues to partner with the Helena College Diversity Committee in creating topical displays and programming
* Della assisted Jan Clinard with the Helena College and Dual Credit Writing Assessment Workshop April 13, 2018
* The Library Research Prize Party January 30, 2018
* 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
* Mary Ann is serving her second term on the Helena Citizens’ Council
* Jessie has spent 2 hours a week spring semester at the Airport Campus providing library reference
* 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

**Goals for FY2018**

* Develop and administer a library satisfaction and website survey using Qualtrics (fall 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 (DONE! – happy with website changes)
* Update Information Literacy Tutorial to conform to the new assessment database (if need be)

**Ongoing:**

* Encourage faculty purchase suggestions
* Work with Airport Campus Faculty in providing information literacy instruction and library reference for students on that campus
* Assist with the development of a One Button Studio and light board (DONE!)
* 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 –in regard to 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 in coordination with TRIO; 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 (would still like to present to faculty, perhaps during ADD days in the fall)
* Faculty library instruction to promote consistency (perhaps during ADD days)
* One Button Studio & Light Board (update & usage)
* 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 – update on EBSCO, Automate, Mango, Flipster – new: American Antiquarian, Sanborn Maps, Kanopy
* Scholarly Research Council participation - librarians as reviewers?
* Advice on encouraging “book a librarian” and classroom instruction.
* Collection development and the move to digital – more databases, less books, more weeding

Submitted by Della Dubbe, Director of Library Services 4/25/2018