**Helena College Committee & Council Membership:**

* Della Dubbe serves on the Academic Standards and Curriculum Review Committee (ASCRC), the Professional Development Committee, the Director’s Group, the Faculty Senate, the Strategic Enrollment Planning (SEP) working group for Retention, Progression and Completion, 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 & Inclusion Committee, the SEP working group for Programs & Services-Excellence & Innovation, the Montana Library Association Awards Committee, the Montana Book Award Committee, and is President of Staff Senate.
* Mary Ann George is a member of Staff Senate, serves as Chair of the Quality of Work Life Committee, is 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 MFPE Helena College Chapter, attends Administrative Support meetings, and is a Wellness Champion.

**Meeting and Conference Attendance:**

* Della and Jessie - Helena College Library Advisory Council meeting (5/1)
* Jessie - Treasure State Academic Information and Library Services (TRAILS) General Council meeting (5/16) and Academic Library Symposium (5/17-18)
* Jessie – BOR meeting (5/22-23)
* Della – quarterly State Librarians’ Roundtable meetings
* Mary Ann – MFPE Bargaining (5/24)
* Della – Helena College Director’s Retreat (7/12)
* Jessie – TRAILS General Council special online meeting (7/12)
* Della & Jessie – TRAILS Open Educational Resources Committee meetings (7/24 & 9/24)
* Della - TRAILS Collection Development Committee meeting (7/26) – Discovery Committee meeting (8/6)
* Jessie – Excel for Librarians class (8/6-9/14)
* Jessie – MUSSA meetings (8/10 & 9/20)
* Helena College hosted the all-day TRAILS General Council Meeting - Della, Jessie & Mary Ann attended portions of the meeting (10/19)
* Della – Montana Campus Compact 25th Anniversary Reception & Network Meeting – 11/15-16

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

* The library continues to partner with the Helena College Diversity & Inclusion Committee in creating topical displays and programming
* The Library Research Prize Party (September 6, 2018)
* The library continues to partner with the Lewis & Clark Library for the “Big Read” – with both a Book Discussion and a Lecture at Helena College in October
* The Library manages a Helena College Book Exchange on both the Donaldson and Airport Campuses
* Mary Ann is serving her third term on the Helena Citizens’ Council
* Della has spent 1 ½ hours a week spring semester at the Airport Campus providing library reference and attends their division lunch meetings when possible
* 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 was a classroom volunteer at Bryant Elementary School through June 2018
* Jessie, as staff senate president, organized the staff/faculty kickball barbecue (9/21)
* Della presented a Robert’s Rules instruction to Students2Scholars in October
* Jessie facilitated a workshop about iPad apps for students in collaboration with TRIO, Disability Services, and the Academic Coach.
* Della served as hostess of Thursday Nights @ Helena College – presented by “Just Tapped”

**Goals for FY2018**

* Develop and administer a library satisfaction and website survey using Qualtrics (fall 2018) – IN PROGRESS November 2018
* Change our Library Procedures Manual to reflect move to Alma (summer 2018) - DONE
* 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 (NO NEED)

**Goals for FY 2019**

**Developed Using Internal Program Review & Annual Work Plan in coordination with core themes and strategic goals**

* Collaborate with other campus and/or Helena groups to provide additional culturally enriching programs on campus.
* Improve student success by collaborating with other campus programs, departments and services in the development of a Library Learning Commons.
* Research and show how library use and support service engagement – research, tutoring, writing, etc. – impact student retention and completion.
* Develop innovative library services upon recognition of need.

**Ongoing:**

* Encourage faculty purchase suggestions
* Work with Airport Campus Faculty in providing information literacy instruction and library reference for students on that campus
* 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 collaboration with TRIO and content development in coordination with faculty
* Collaborate with TRAILS members – meetings, collection development, interface, and services –in regard to our statewide academic library Universal Resource Management tool, Alma ExLibris
* Collaborate with faculty in the creation of, and updates to, subject and class guides using “Springshare 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
* Update the Library Research Tutorial in Moodle as necessary

**Ideas to Discuss: Forward Focus**

* iPad replacement schedule in coordination with TRIO – is it working?
* OER - open educational resources are free and openly licensed educational materials that can be used for teaching, learning, research, and other purposes – TRAILS initiative – possible presentation during lunch ‘n learn or ADD days either fall or spring
* Faculty library instruction to promote consistency
* Primo & Alma Ex Libris
* Database purchases and cancellations through TRAILS and otherwise:
  + Additions: Wall Street Journal in ProQuest via UM, Flipster on our own, OverDrive eBooks via TRAILS, American Antiquarian Society Historical Periodicals via TRAILS, Kanopy on our own, EBSCO eBook Nursing Collection (change from Clinical Collection) on our own.
  + Cancellations: Book Review Digest Plus via UM, CAB Abstracts and CABI Full Text via UM, Dictionary of Literary Biography Complete Online via UM, Middle Eastern & Central Asian Studies via UM, Washington Post on Digital Microfilm via UM, Flipster on our own.
* Scholarly Research Council
* Collection development and the move to digital – more databases, less books, weeding of whole collection this past summer
* Library Learning Commons ideas – space & use to include existing Student Support Center

Possible Tutorial Center, Writing Center, Group Study Space, Quiet Study Space

**Other Topics for Discussion ?**

Submitted by Della Dubbe, Director of Library Services 11/14/2018