# Annual Planning and Assessment Report

**Helena College University of Montana**, a comprehensive two-year college, provides access to and support of lifelong educational opportunities to our diverse community.

## Core Themes

*Provide Access and Support:* high quality educational activities and programs important to achieving student success  
*Demonstrate Academic Excellence:* integrity, quality and reliability in all academic and non-academic programming  
*Strengthen the Community:* Meeting regional workforce needs, strengthening employee knowledge and skills, providing a bridge to additional educational attainment, and serving as a facilitator for cultural enrichment

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## Overall Program Mission/Outcome Statement:

The mission of the Helena College Library is to enhance faculty instruction and promote continued learning by providing services, resources and access to information, both print and electronic, in support of student success in the programs offered.

**Narrative:** (Provide additional information to explain or clarify objectives, strategies, indicators, and/or resources)

Information literacy enables student success at Helena College, in the workforce and in further educational attainment. What the library does therefore advances our institution and strengthens the community. Our objectives focus on what we need to enable excellence. Information literacy instruction targeted to college programs, increased accessibility and usage of electronic resources, student and community involvement, and the quality of our resources, are all essential to our mission.

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<table>
<thead>
<tr>
<th>Objective</th>
<th>Core Theme Alignment</th>
<th>Strategic Plan Alignment</th>
<th>Strategies to accomplish objective</th>
<th>Performance Indicator or assessment tool to measure fulfillment</th>
<th>Required resources</th>
<th>Time frame/Projected completion date</th>
<th>Responsible party</th>
<th>Outcome &amp; final review date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide information literacy instruction targeted to programs and degrees offered</td>
<td>Access &amp; Support Academic Excellence Strengthen Community</td>
<td>Student Success Assess/Plan Attain Excellence Support Community Advance Institution Develop Resources</td>
<td>Reference help Book a Librarian Library instruction Online tutorials Chat reference Integration of resources into LMS</td>
<td>Usage by class/program Other usage stats Percentage of FTE served SAILS Instructor collaboration(s)</td>
<td></td>
<td></td>
<td>Librarian, Elizabeth Karr Librarian, Della Dubbe</td>
<td>Ongoing</td>
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<td>316.46 hrs. ref. 171 Book a Lib 47 group instruc. % of FTE for instruction=43.6 Library Services in all Moodle courses 104 tutorial cert.</td>
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<tr>
<td>Increase accessibility and usage of electronic resources</td>
<td>Access &amp; Support Academic Excellence Strengthen Community</td>
<td>Student Success Assess/Plan Attain Excellence Support Community Advance Institution Develop Resources</td>
<td>Update web site content, databases, libguides, and research guides Create reference space in the library Create library kiosk on airport campus</td>
<td>Web site hits Libguides usage Database usage Catalog usage</td>
<td>Two computer workstations ($3335 - in supplies &lt;$5000)</td>
<td>July 2013</td>
<td>Director, Della Dubbe Librarian, Elizabeth Karr</td>
<td>Web site entry hits=5,757 Libguides usage=16,880 Database documents viewed=14,286 Catalog usage=974 Circulation=3528</td>
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<tr>
<td>Objective (State as an assessable outcome)</td>
<td>Core Theme Alignment (Use control key for multiple selections)</td>
<td>Strategic Plan Alignment (Choose one goal)</td>
<td>Strategies to accomplish objective</td>
<td>Performance Indicator or assessment tool to measure fulfillment</td>
<td>Required resources (If fiscal, cite budget index &amp; amount)</td>
<td>Time frame/Projected completion date</td>
<td>Responsible party (Who will implement and monitor objective?)</td>
<td>Outcome &amp; final review date (Summarize findings)</td>
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<td>Involve HC students and the surrounding community in Helena College and the library</td>
<td>Access &amp; Support</td>
<td>Student Success</td>
<td>Rearrange space for quiet study</td>
<td>Library usage stats</td>
<td>Travel monies to collaborate and network</td>
<td>July 2013</td>
<td>Director, Della Dubbe</td>
<td>In-library usage=13,010 2 Big Read prog. 15 displays Big Read took place of One book</td>
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<td>Improve quantity and quality of library resources and human resources</td>
<td>Access &amp; Support</td>
<td>Student Success</td>
<td>Instructor led selection and input</td>
<td>Suggestion stats</td>
<td>Increased work study hours</td>
<td>July 2013</td>
<td>Director, Della Dubbe</td>
<td>38 purchase req. 510 titles added 3 instructor subject area reviews prof. dev.= 4 in person, 14 webinars 99% prof. ref desk</td>
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**Mid-Year Report:** (Provide a summary of progress on objectives and note revisions of strategies, indicators, resources, and/or time frame)

All on target with following exceptions:
Objective #1 - Add "other library activities in LMS (moodle)" to performance indicators.
Objective #2 - Postpone completion date for library kiosk strategy on airport campus to August 2013 due to coordination with IT and questionable funding.
Objective #3 - Postpone One Book HC performance indicator to August 2013 for more complete organizational planning. Would perhaps be better as a strategy for 2013-14 with participation as indicator.
Objective #3 - Lewis & Clark Library Bookmobile stop performance indicator will not be completed due to scheduling on their part.

**Program Budget Summary:**

<table>
<thead>
<tr>
<th>Budget Index Code</th>
<th>Current Year Allocated</th>
<th>Current Year Expended</th>
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<tbody>
<tr>
<td>H01070</td>
<td>91,695</td>
<td>81,773</td>
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</tbody>
</table>

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**Access & Support**
- Academic Excellence
- Strengthen Community

**Student Success**
- Assess/Plan
- Attain Excellence
- Support Community
- Advance Institution
- Develop Resources

**Instructor led selection and input**
- Instructor review of subject areas
- Build core/manage collection
- Maintain approp. hrs. and staffing
- Require prof. dev.

**Suggestion stats**
- 1 review per sem.
- Title adds/deletes
- Percentage of prof. ref desk coverage
- Two prof. dev. activities (online or on site) per semester

**Increased work study hours**
- Professional Development monies

**Purchase a scanner & table & laptop tables**
- Instead of 2 computer workstations (see above)