HELENACOLLEGE
University of Montana

Annual Program Assessment Plan 2014-15

General Information

Program Name: Library Services

Plan Developer Name: Della Dubbe

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Date Plan Created: 10/3/2014

Program Mission

Helena College Mission Statement & Core Themes:

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

-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/skills, providing a bridge to additional educational attainment, and serving as a facilitator for cultural enrichment

Program Mission Statement:

The mission of the Helena College Library is to enable student success in the programs and degrees offered at the college.

Professional librarians will achieve this mission by collaborating with faculty, and the library community, in the selection, purchase, and creation of information resources and services; and by providing information literacy instruction targeted to the curriculum. In addition, the library exists as a quiet place of study and inquiry, fostering the concepts of lifelong learning, intellectual freedom, and cultural enrichment.

Program Outcomes

Program Outcome:	Enhance discovery of academic library resources and materials, print and digital, by making it easier and faster.
Core Theme Alignment: *(Choose all that apply)*	☑ 1. Provide Access and Support ☑ 2. Demonstrate Academic Excellence ☐ 3. Strengthen the Community
Strategic Goal Support: *(Choose relevant goal)*	☑ 1. Partner for Student Success ☐ 2. Integrate Assessment/Planning ☐ 3. Attain Excellence ☐ 4. Support the Community ☑ 5. Advance the Institution ☑ 6. Develop Resources
Strategy to Accomplish Outcome	What actions(s) are you undertaking to achieve this outcome? Implement the Primo Discovery Tool for unified searching of all materials, physical and digital, across Montana academic libraries. Give instruction in the use of this new tool.
Indicator(s) of Achievement:	How will you measure the effectiveness of your strategy actions? Primo usage statistics and number of instructions and instruction materials shared in person and digitally.
Required Resources:	Professional time to develop instruction. Subscription budget to pay the Primo yearly shared subscription cost with UM library affiliates.
Timeframe for Completion:	When will the strategy for this outcome be completed or assessed? Implemented Fall 2014, assessed Spring and Summer 2015.
Responsible Party:	Della Dubbe, Director of Library Services, Jessie Pate, Librarian
Result(s):	The Primo Discovery Tool, developed to search all materials in all MUS libraries, was added to our website in Octbober of 2014. Instruction given in the use of the tool took place on a regular basis at the reference desk, in one on one "book a librarians" with students, and in onsite classroom library instruction sessions. From the time of implementation to the end of the 2015 fiscal year we gave 37 onsite "book a librarians" and 15 instructions. Primo instruction was a portion of all of these instructional sessions. We are still working on getting accurate usage statistics from Primo and will complete that before November 2015. The librarian worked on a video that we could digitally embed, but we have not put it on the website yet. We hope to do so Spring 2016. The librarian took eight training sessions in fy 2015 from Primo Ex-Libris in regard to usage and back office maintenance of Primo. The director attended 15 weekley implementation meetings in fy2015. The subscription cost was waived by our affiliates at the University of Montana in FY2015 since we paid $3,000 for implementation in March 2014. The discovery tool implementation was the result of partnering with other MUS academic libraries to make materials accessible. This enabled all institutions involved to provide access and support to students and faculty by developing a resource that makes materials discovery faster and easier.

Program Outcome:	Enter your outcome here Development of research skills resulting in student success on class research assignments.
Core Theme Alignment: *(Choose all that apply)*	☑ 1. Provide Access and Support ☑ 2. Demonstrate Academic Excellence ☑ 3. Strengthen the Community
Strategic Goal Support: *(Choose relevant goal)*	☑ 1. Partner for Student Success ☐ 2. Integrate Assessment/Planning ☑ 3. Attain Excellence ☑ 4. Support the Community ☑ 5. Advance the Institution ☐ 6. Develop Resources
Strategy to Accomplish Outcome	What actions(s) are you undertaking to achieve this outcome? Meet with the Research Committee members and other interested faculty members to create the "Library Research Prize." Promote this Prize with students and faculty. Keep track of student submissions and judge these submissions. Plan Research Party and award Prizes.
Indicator(s) of Achievement:	How will you measure the effectiveness of your strategy actions? Collaborative development of the Library Research Prize, number of submissions from students, number of faculty participating by sharing the information and encouraging participation amongst enrolled students.
Required Resources:	What fiscal, human or external resources, if any, are necessary to accomplish this strategy? Library resources and materials to do research. Director's time developing and implementing the prize. Time of the Helena College Marketing coordinator, Barb McAlmond, developing promotional materials. Time for Librarians to judge the submissions. Supplies for the Library Research Party the second week of each Fall and Spring semester to award the Prizes to students. Gift certificates for $75 and $50 each semester sponsored by the Helena College Bookstore.
Timeframe for Completion:	When will the strategy for this outcome be completed or assessed? Spring 2014 and Fall 2015.
Responsible Party:	Della Dubbe, Director of Library Services, Jessie Pate, Librarian
Result(s):	With the help of a committee made up of five faculty members, the "Library Research Prize" was created, promoted, and judged in fall 2014. The Research Party was held January 22, 2015. Certificates were presented to the prize winning students by instructors in the classrooms from which the winning papers were submitted. Three prizes were awarded with a $75, $50, and $25 gift certificate respectively for 1st, 2nd, and 3rd prize. The gift certificates for the Helena College bookstore were donated by the bookstore. We received eight submissions for fall 2014, and seven for spring 2015. A party for the spring award winners was held September 11, 2015. The number of faculty who promoted the prize in their classrooms is not possible to accurately determine, but emails and email reminders were sent to all faculty and adjunct faculty reminding them of the prize, deadlines, and location of information about the prize on the library website. The research prize was the result of the faculty and the librarians partnering for student success by creating a win/win opportunity for academic excellence in the classroom.

Program Outcome:	Enter your outcome here Increased access and usage of ebooks.
Core Theme Alignment: *(Choose all that apply)*	☑ 1. Provide Access and Support ☑ 2. Demonstrate Academic Excellence ☐ 3. Strengthen the Community
Strategic Goal Support: *(Choose relevant goal)*	☑ 1. Partner for Student Success ☐ 2. Integrate Assessment/Planning ☑ 3. Attain Excellence ☐ 4. Support the Community ☐ 5. Advance the Institution ☑ 6. Develop Resources
Strategy to Accomplish Outcome	What actions(s) are you undertaking to achieve this outcome? Creation of instruction materials, digital and print, on the usage of ebooks from our various vendors, i.e. ebrary, springerlink, ebsco, montanalibrary2go, safari, etc. Subscriptions to ebook providers.
Indicator(s) of Achievement:	How will you measure the effectiveness of your strategy actions? Number of instruction materials created and given. Ebook usage.
Required Resources:	What fiscal, human or external resources, if any, are necessary to accomplish this strategy? Time to create instructional materials and present instructions. Budget for ebook subscriptions.
Timeframe for Completion:	When will the strategy for this outcome be completed or assessed? Completed and assessed Summer 2015.
Responsible Party:	Della Dubbe, Director, Jessie Pate, Librarian, and Mary Ann George, Libra…
Result(s):	It was decided by the librarians that specific instructions for each ebook vendor would not be as effective as promotion of all ebooks regardless of vendor. Demonstrating access and usage of ebooks from all vendors was set as a priority when helping students find materials at the reference desk, in "book a librarian" sessions and in library instruction in the classroom. Our ebook resource guide was updated and highlighted. Our goal was student and faculty recognition of ebooks as a viable information source to increase usage. Our goal was indicated as successful by usage statistics: FY14 to FY15 MontanaLibrary2Go checkouts rose from 3 to 56. EBSCO eBook usage rose only slightly, from 106 full text ebook views to 120. Springer eBook usage rose from 121 views to 620. Fall 14 to Spring 15 MontanaLibrary2Go: Number of checkouts did not change (28 each semester), though we did double the number of unique users from fall to spring (3 to 6). EBSCO eBook usage rose from Fall 2014 to Spring 2015. Full text ebook views more than doubled, from 35 to 86. Springer eBook usage tripled, from 154 section views to 466 We will compare FY2015 and 2016 statistics when available.

Program Outcome:	Enter your outcome here Advancement in reading literacy in the Helena Community.
Core Theme Alignment: *(Choose all that apply)*	☐ 1. Provide Access and Support ☐ 2. Demonstrate Academic Excellence ☑ 3. Strengthen the Community
Strategic Goal Support: *(Choose relevant goal)*	☐ 1. Partner for Student Success ☐ 2. Integrate Assessment/Planning ☐ 3. Attain Excellence ☑ 4. Support the Community ☑ 5. Advance the Institution ☐ 6. Develop Resources
Strategy to Accomplish Outcome	What actions(s) are you undertaking to achieve this outcome? Partner with Lewis & Clark Public Library and other local community and national libraries and associations to sponsor the "Big Read." Assist in planning the whole community event and host two events at Helena College.
Indicator(s) of Achievement:	How will you measure the effectiveness of your strategy actions? Hosting two "Big Read" events. Attendance at these events. Attending planning meetings for the whole event.
Required Resources:	What fiscal, human or external resources, if any, are necessary to accomplish this strategy? Time required to attend planning meetings and host events. Travel budget for meetings.
Timeframe for Completion:	When will the strategy for this outcome be completed or assessed? December 2014
Responsible Party:	Della Dubbe, Jessie Pate, Mary Ann George
Result(s):	The library director attended two planning meetings with a committee of ten community partners. We passed out approximately 100 free books provided by Arts Midwest and the National Endowment of the Arts through the grant received by Lewis & Clark Public Library. The library tech and librarian created a bulletin board and book display to promote the books and community events. The Helena College Library hosted one lecture in the Helena College Lecture Hall and one book discussion in the library. Attendance at these events was 35 and 5 respectively.

Program Outcome:	Enter your outcome here Promote an understanding of diversity and global citizenship.
Core Theme Alignment: *(Choose all that apply)*	☑ 1. Provide Access and Support ☐ 2. Demonstrate Academic Excellence ☑ 3. Strengthen the Community
Strategic Goal Support: *(Choose relevant goal)*	☑ 1. Partner for Student Success ☐ 2. Integrate Assessment/Planning ☐ 3. Attain Excellence ☑ 4. Support the Community ☑ 5. Advance the Institution ☑ 6. Develop Resources
Strategy to Accomplish Outcome	What actions(s) are you undertaking to achieve this outcome? Serve on the college Diversity Committee to plan enriching activities for understanding diversity. Complement all diversity monthly offerings with at least 5 coordinating library displays.
Indicator(s) of Achievement:	How will you measure the effectiveness of your strategy actions? Diversity meetings attended. Diversity displays created.
Required Resources:	What fiscal, human or external resources, if any, are necessary to accomplish this strategy? Supplies for displays, time to attend meetings. Availability of diversity resources and materials in the library.
Timeframe for Completion:	When will the strategy for this outcome be completed or assessed? Completed spring 2015, assessed summer 2015.
Responsible Party:	Della Dubbe, Jessie Pate, Mary Ann George
Result(s):	Della served on the Diversity Committee and regularly attended Wednesday meetings. Della and Mary Ann attended the Helena College group viewing at the Cinemax of the film Selma regarding African American History, and arranged through Movie Licensing USA for the showing of Snow Falling on Cedars regarding Japanese internment camps. Five monthly displays were created by Jessie and Mary Ann which were coordinated with the diversity committee topic displays elsewhere on campus: China, Veteran's Day, Women at War, African American Women, and Japanese internment. Della gave a presentation on her trip to China for the "Global Perspective, Academic Library Directors' Forum, 2014" on January 21, 2015.

Insert Another Outcome

Mid-Year Progress Report

Progress Report:	Provide an update on your outcome/strategy - The Primo Discovery Tool has been implemented and the search box is on the main library web page. We will be introducing students to "OneSearch" and instructing in its usage this spring semester. - The "Library Research Prize" has been created, promoted, and judged for Fall semester and the Research Party is planned for January 22, 2015. - Subscriptions for ebooks are ongoing and paid in the spring. Instructions will be created spring semester as well. - Planning meetings were attended for the Tom Sawyer "Big Read", a book discussion was held in the library and a lecture by Janet Finn was held in the Helena College Lecture Hall. - Della Dubbe is a member of the Diversity Committee and regularly attends Wednesday meetings. We have had 3 coordinating displays in the library to date. Della will be presenting on her trip to China for the "Global Perspective, Academic Library Directors' Forum, 2014" January 21, 2015.
Mid-Year Report Date:	1/12/2015

FY15 Program Budget Report

CUR Budget Index Code:	H01070 - Library				
Line Item	Account Code	Program Outcome Alignment	Approved Amount	Mid-Year Expenditure	Final Expenditure
Contracted Services	62102	1, 2, 3, 5	$3,150		
Minor Supplies	62210		$200		$200
Minor Supplies	62241	2, 3, 4, 5	$1,600	$575.19	$2,226.5
Travel	62401	1, 4	$200		$0
Other	62802	1, 2, 3, 5	$14,550	$7,044.7	$8,372.58
Other	62822	2, 5	$800	$16.58	$16.58
Minor Supplies	62225			-$267.36	$5,428.63
Travel	62408			$143.38	$143.38
Other	62817			$85	$85
Other	62881			-$12	-$24
Major Supplies	63125			-$59.95	
Contracted Services	62136				$1,335
Travel	62405				$210.25
Major Supplies	63125				-$48.95

Insert item

		Totals:	$20,500	$7,525.54	$17,944.97

Insert item

Allocated Fee Support:					
Fee Type	Index Code:	Allocated Amount	Mid-Year Expenditure	Final Expenditure	
Materials Fee	60601	$53,000	$19,886.78	$43,228.89	

Insert item

	Totals:	$53,000	$19,886.78	$43,228.89

Final Budget Narrative:

Report any budget modifications and explain any variances (+/-) between approved amounts and final expenditures

Regarding index code H01070, we underspent by $2,555 (12%). Adjustments were made to supplies and freight for 2016. Regarding index code H60601, we underspent by $9.771 (18%). Adjustments were made to core collection subscriptions for 2016.

Totals expended for each index code, H01070 and H60601, are correct. Any discrepancies are at the account code level. As an example, nothing was budgeted in 62225, but $5,428.63 was coded as such. I believe this could be the result of coding materials that should have been 62802 as 62225. This also happened with the $3,150 budgeted in 62102. $1335 came out of 62136, and another $1596 for OCLC services that should have been contracted services was taken out of either 62802 or 62225.