Executive Team Meeting Notes
January 2, 2018 | 8:30 – 10:00 a.m. | Room G2

Purpose Statement: The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.

Members:

Dr. Susan J. Wolff, CEO/Dean

Dr. Heidi Pasek, Chief Academic Officer

Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer

Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean

Dr. Darryl Stevens, Chief Financial Officer

Mr. Lewis Card, Executive Director of Communications, Marketing & Development

Guests:

Ms. Laura Wight, Weaver Library Director

Ms. Kirsten Bryson, Librarian

Mr. Benjamin Truman, Library Computer Support Specialist

Ms. Beth Cooper, Library Tech

Strategic Agenda

1. Weaver Library	*Presenter:* Laura Wight & Staff	*ET Lead:* Dr. Pasek

Notes: The Weaver Library Staff joined the Executive Team to share information regarding the Fall 2017 Library Services Survey and updates. *See attachments 1 (presentation) and 2 (survey results).*

Of note from attachment 2:

- **Library Collection** – The library collection has changed significantly with online availability. Students are encouraged to use the services offered, interlibrary loan services specifically, as it is paid through their library fee. They have access to anything they need.

- **Usage** – Visits to the Weaver Library have decreased closely in proportion to our current enrollment.

- **Services** – Services are available for both students and faculty, including anyone associated with an MSU campus (Bozeman, Billings, and Havre). The Weaver Library is truly OneMSU allowing all students equal access to all library services, including the opportunity to obtain employment as a student worker.

- **TRAILS Consortium** – This is the first library consortium in Montana. Being a part of it saves money on consortia purchases such as databases.

- **Survey Results** – Please direct any questions related to the survey to the Weaver Library Director, Laura Wight.

- **Goals/Innovations** – Ms. Wight noted the need to add a little "free library" to the community engagement list. It will be located outside of the library.

Staff Roles (all job descriptions are currently under review for revision):
- Beth Cooper – Library Tech I – customer service, process mail, interlibrary loan services, reserves, serials, and other
- Ben Truman – IT – anything IT, cataloguer
- Kirsten Bryson – Librarian – academic division liaison, creates course guides and provides instruction, customer service, and other

2. Food Pantry Data	*Presenter:* Ms. Bonilla	*ET Lead:* Ms. Bonilla

Notes: Rainy Allen and Josh Archey provided Ms. Bonilla with data for the Campus Food Pantry over the past semester. *See attachment 3.* It was noted that this does not include the items outside entities occasionally provide.

<u>**January**</u>

- **Classes Begin** *January 10*
- **Montana Chamber's Business Days at the Capitol** *January 10-11, Helena*
- **Martin Luther King, Jr. Day Holiday** *January 15, CAMPUS CLOSED*
- **Economic Outlook Seminar** *January 24, 8:00 am, Hilton Garden Inn*

<u>**February**</u>

- **MSU's 125th Year Celebration***, February 16-17, MSU in Bozeman*

Library Mission

Great Falls College MSU Weaver Library is the persistent and vital thread supporting the information needs of the entire campus community.

The mission of the Weaver Library at Great Falls College MSU is to support and enhance instruction and learning in a manner that is consistent with the institution's philosophy and evolving programs. The library serves as the major information resource on campus. It contributes to the educational process and assists students in achieving success by maintaining a well-balanced collection of materials in a variety of formats and by providing knowledgeable staff to help patrons with their information needs. The library also exists to foster the broader educational ideals of life-long learning, information literacy, and intellectual freedom.

Facts & Figures
Weaver Library Collection

Total number of print volumes:	**9,409**
Total number of ebooks:	797,945
Total number of AV items:	1,222
Total number of active print journal subscriptions:	60
Total number of active online full-text periodical subscriptions:	121,995

The Weaver Library is open more service hours than any other area on campus. We operate 69.5 open hours per week, including weekday evenings until 9pm and Sundays from 12:30-9pm. Staff total: 4.0 FTE

Interlibrary Loan Statistics for FY 16-17

- 95 borrower requests filled
- 42 lender requests filled

Facts and Figures
Weaver Library Usage Statistics

**Library Service Desk
Question Statistics for FY 16-17**

Directional Questions	**237**
Computer Support	1,636
Reference Questions	274
Total Service Questions	2,147

**Library Information Literacy Instruction
Statistics for FY 16-17**

General Education	**21**
Health Sciences	5
MSU Nursing	1
Total Instruction Sessions	27 (402 students)

	Gate Count	
	2016-2017	**2017-2018**
July	2888	2280
August	3778	4397
September	8387	7085
October	8241	7707
November	6297	6178
December	4589	
January	6288	
February	6554	
March	6736	
April	6859	
May	3600	
June	2957	
Yearly Total	67,174	

Existing Library Services

- Collaboration with other libraries, service on statewide committees (MLA, NAC, etc.)
- New faculty/adjunct orientation
- Interlibrary Loan/Reserves
- Collaboration with student government (programming, etc.)
- Oversight of Atrium information desk
- Promotional displays/events (student appreciation, Banned Books Week)
- Support all MSU students in Great Falls, other MSU faculty
- Information Literacy Instruction, individual research by phone, email, chat (walk-in or appointment)
- Online research guides, presentations, tutorials
- Tech: 3D printing, scanner, eBook readers, laptops, video cameras, webcams, etc.
- Databases/online resources available 24/7
- Accreditation reports for individual programs as needed
- Group study rooms, quiet study area, open computer lab access
- Printing ($15 per student credit per semester), laminating, faxing
- Exercise bikes
- Curriculum collection, Indian Education for All materials, DVD's/videos, books on CD
- Magazine/Journals/Newspapers

OneMSU, The TRAILS Consortium, Community Borrowers

Library Services for all MSU Students

TRAILS Consortium

- 24 member academic library consortium
- https://trailsmt.org

Community Borrowers – 33 active (expires every year)

Weaver Library Goals and Innovations
FY 18 – FY 20

Revise/align library staff job descriptions.

Revise/align library procedures/policies (ALMA integration).

Mental Health First Aid training for library staff.

Increase Student/Faculty/Staff Engagement

- Whiteboard questions, collaboration with student government.

- Promotional events/displays (Poetry Month, LGBT Book Month, Black History Month, niche reading).

- Movie nights @ the Weaver.

- Targeted marketing to promote library services/materials, employee outreach, Facebook outreach.

- Student skill workshops (partnership with ASC) – citing resources/preventing plagiarism, fake news/critical thinking, transitioning from high school to college research, etc.

- Faculty workshops – Copyright, OER (Open Education Resources).

- Storytime and additional programming through Bright Beginnings.

Research and information gathering to inform a redesign of the Weaver Library website to potentially include a more user-friendly and intuitive mock-up. Full implementation would follow in the subsequent fiscal year.

Weaver Library Goals and Innovations (continued)

Collaborate with faculty to draft information fluency tiers in alignment with CLO's, ALA and ACRL standards. Increase library information literacy instruction presence across the curriculum.
- Train the trainer workshops for faculty.
- Revise/enhance LibGuides, Create D2L widget as an option for faculty to embed in online courses.
- Assess library's contribution to CLO's.

Increase community engagement and campus exposure to the humanities through collaborative library programming and collaboration with outside agencies and artists.
- Commissioned artwork.
- Author illustration workshops (April 2017), additional lectures/programming.
- National Library Week, Banned Books Week, other promotional events.
- Explore opportunities for outreach to pre-release, YWCA, etc.

Enhance the library user experience through the addition of creative technology in study and productivity spaces, as well as manipulative learning, stress relief and entertainment materials and tools.
- Upgrading group study rooms to include collaborative workstations, interactive work space and self calendaring. Add film to group study room windows?
- Create Tech check-out display configuration in new book area, add cords, mini-projector, investigate hot-spot check out possibilities. Makerspace kits/check-out.
- Install USB charging stations, ports.
- Research possibilities for potentially installing printing kiosk outside library.

Report for Library Services Survey Fall 2017

Response Counts

| Completion Rate:	86.4%	
	Complete	114
	Partial	18

Totals: 132
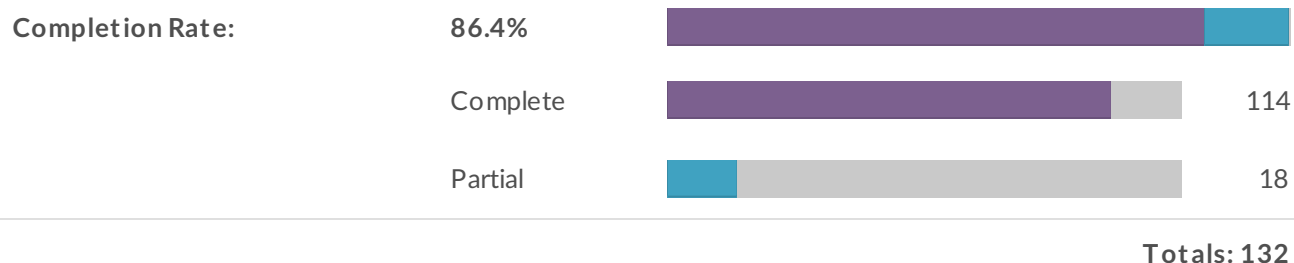
1. I am a: (Please choose the role in which you use the library most.)
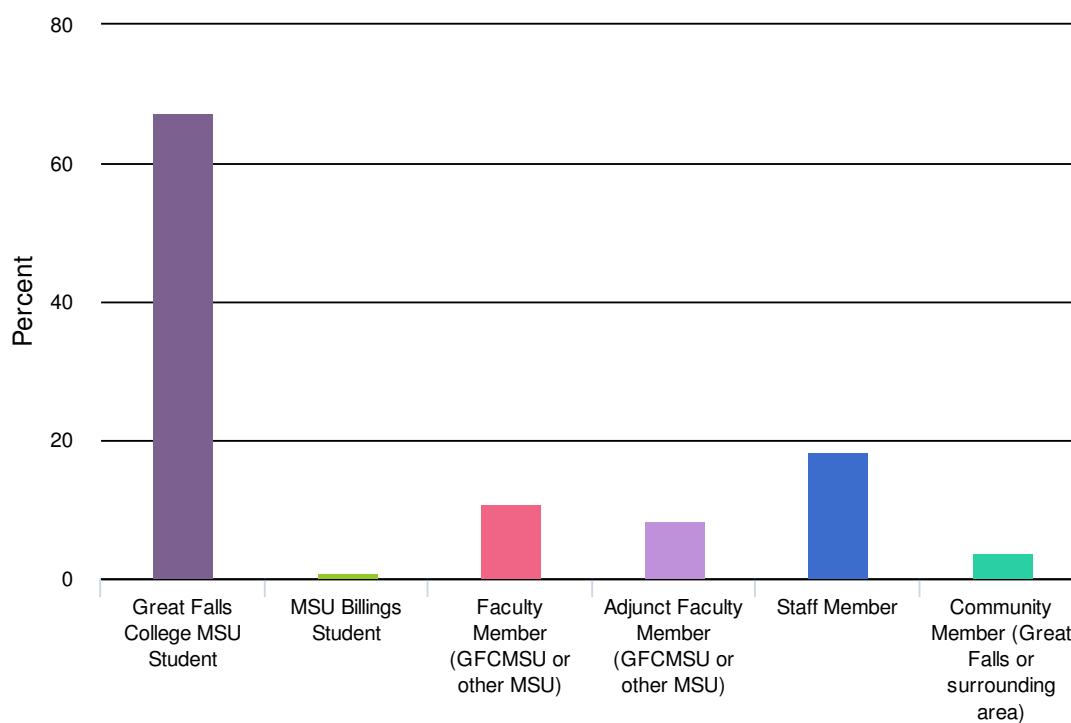
Value		Percent	Responses
Great Falls College MSU Student		67.2%	88
MSU Billings Student		0.8%	1
Faculty Member (GFCMSU or other MSU)		10.7%	14
Adjunct Faculty Member (GFCMSU or other MSU)		8.4%	11
Staff Member		18.3%	24
Community Member (Great Falls or surrounding area)		3.8%	5

2. Please select the ways you have used library services (select all that apply):
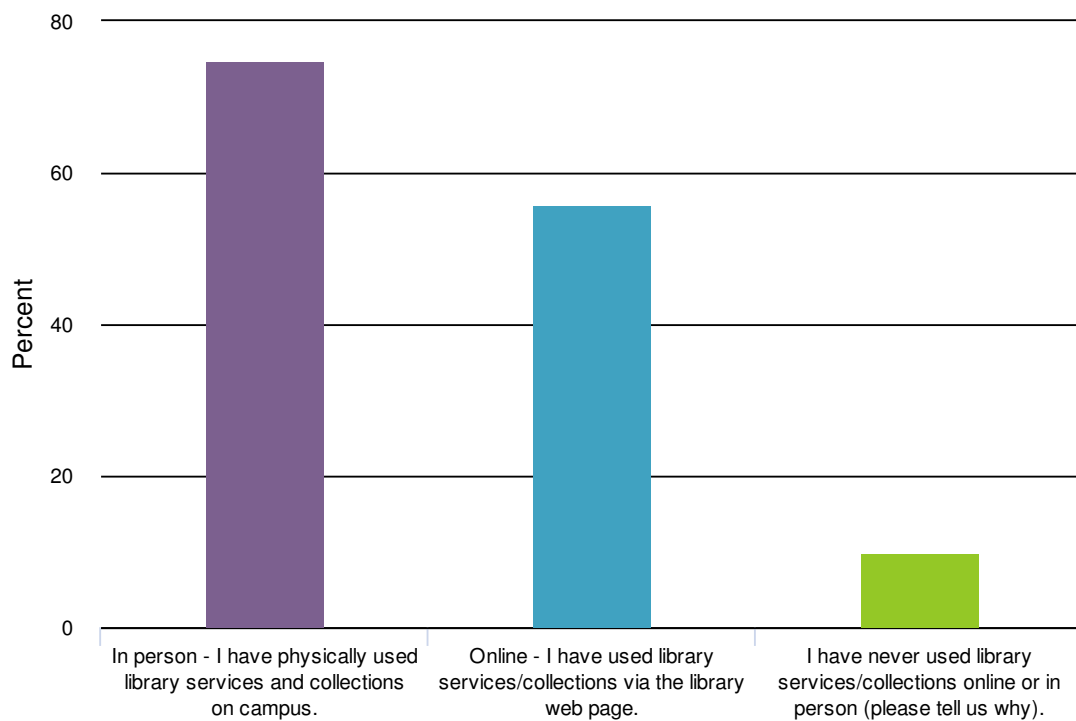
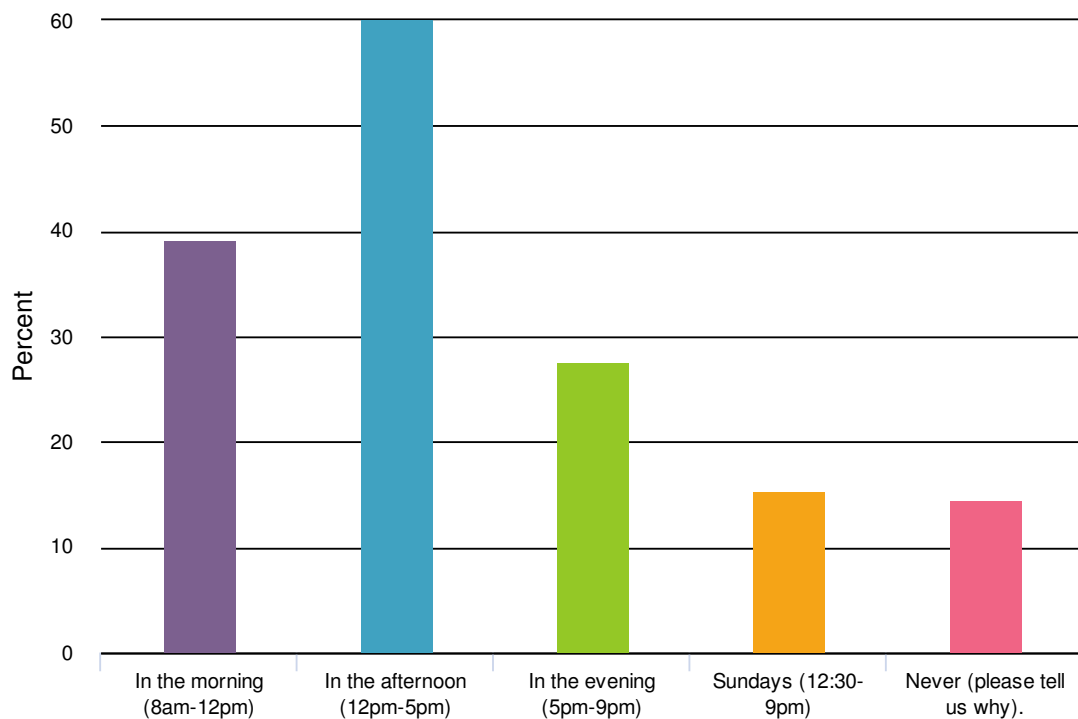| Value		Percent	Responses
In person - I have physically used library services and collections on campus.		74.8%	98
Online - I have used library services/collections via the library web page.		55.7%	73
I have never used library services/collections online or in person (please tell us why).		9.9%	13

3. When are you most likely to use the PHYSICAL library space/services? (This includes computers, studying, library resources, etc.) Please select all that apply:
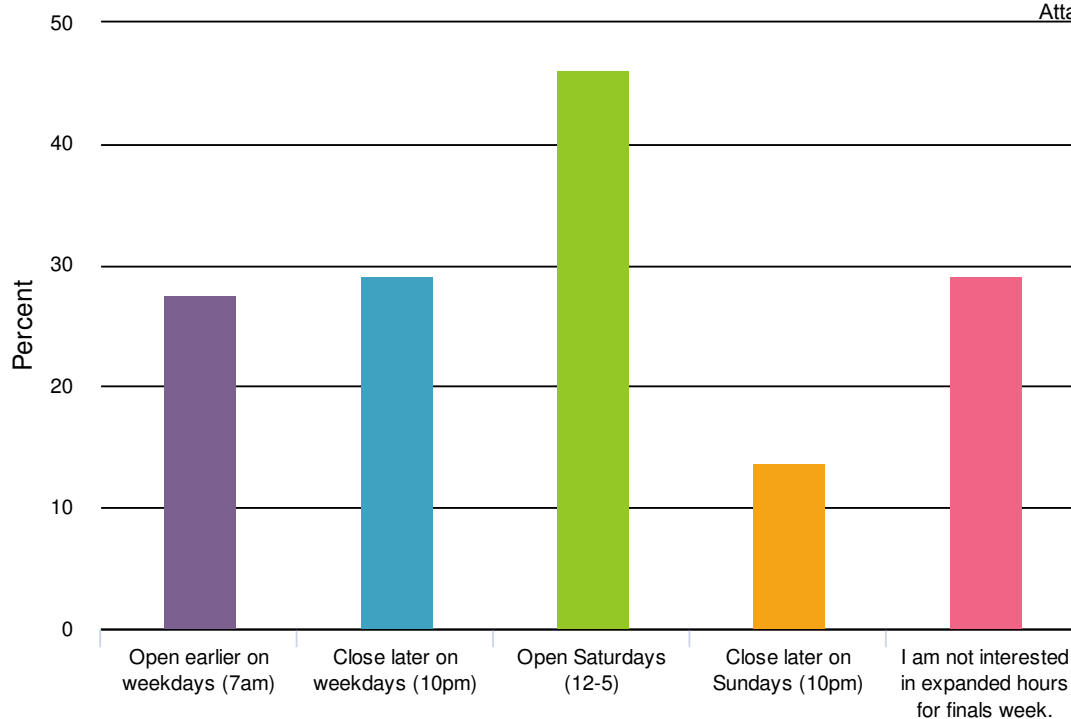
Value		Percent	Responses
In the morning (8am-12pm)		39.2%	51
In the afternoon (12pm-5pm)		60.0%	78
In the evening (5pm-9pm)		27.7%	36
Sundays (12:30-9pm)		15.4%	20
Never (please tell us why).		14.6%	19

4. Current library operating hours during the semester are: Monday-Thursday: 8am-9pm Friday: 8am-5pm Saturday: CLOSED Sunday: 12:30pm-9pm If operating hours could be expanded/changed, when would you be most likely to use the library?

5. If library hours could be expanded for finals week, when would you prefer? (Select all that apply):

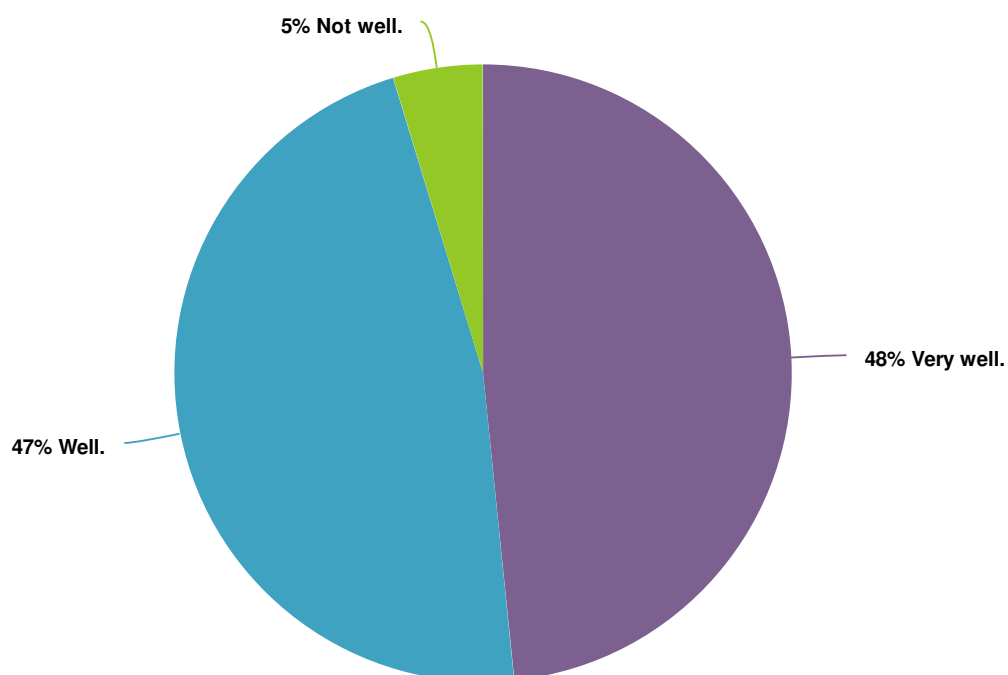| Value		Percent	Responses
Open earlier on weekdays (7am)		27.7%	36
Close later on weekdays (10pm)		29.2%	38
Open Saturdays (12-5)		46.2%	60
Close later on Sundays (10pm)		13.8%	18
I am not interested in expanded hours for finals week.		29.2%	38

6. Please rate how often you use the library to:

	Didn't Know I Could	Never	Rarely	Occasionally	Frequently	Responses
Check out library equipment such as laptops, ebook readers, video cameras Count Row %	42 33.3%	56 44.4%	18 14.3%	8 6.3%	2 1.6%	126
Do research IN PERSON for an assignment/coursework/academic research Count Row %	4 3.2%	38 30.4%	29 23.2%	37 29.6%	17 13.6%	125
Ask the library staff for help with my research/information need Count Row %	4 3.2%	42 33.3%	30 23.8%	45 35.7%	5 4.0%	126
Use library computers for coursework/college work Count Row %	5 3.9%	49 38.0%	14 10.9%	21 16.3%	40 31.0%	129
Use library computers for personal business or social networking/surfing Count Row %	5 4.0%	83 66.4%	17 13.6%	15 12.0%	5 4.0%	125
Check out a print book/journal/dvd Count Row %	3 2.4%	63 50.8%	26 21.0%	27 21.8%	5 4.0%	124
Study with a class/group Count Row %	1 0.8%	71 56.8%	19 15.2%	23 18.4%	11 8.8%	125
Study alone Count Row %	2 1.6%	54 43.2%	13 10.4%	30 24.0%	26 20.8%	125
Study with friends Count Row %	2 1.6%	74 59.2%	21 16.8%	19 15.2%	9 7.2%	125

	Didn't Know I Could	Never	Rarely	Occasionally	Frequently	Responses
Socialize Count Row %	2 1.6%	84 67.7%	24 19.4%	8 6.5%	6 4.8%	124
Use a group study room Count Row %	5 4.0%	70 56.0%	19 15.2%	22 17.6%	9 7.2%	125
Access ebooks Count Row %	14 11.3%	58 46.8%	20 16.1%	18 14.5%	14 11.3%	124
Talk with a library staff member via chat Count Row %	12 9.7%	81 65.3%	17 13.7%	12 9.7%	2 1.6%	124
Use library databases online to find articles Count Row %	8 6.3%	24 19.0%	14 11.1%	43 34.1%	37 29.4%	126
Use the library website Count Row %	6 4.8%	26 20.8%	27 21.6%	43 34.4%	23 18.4%	125
Request books or articles through interlibrary loan Count Row %	10 8.1%	74 59.7%	25 20.2%	12 9.7%	3 2.4%	124
Use the 3D printer Count Row %	31 24.8%	79 63.2%	9 7.2%	5 4.0%	1 0.8%	125
Use the scanner/copier Count Row %	10 8.1%	54 43.5%	20 16.1%	22 17.7%	18 14.5%	124
Print Count Row %	6 4.8%	51 40.5%	10 7.9%	25 19.8%	34 27.0%	126

	Didn't Know I Could	Never	Rarely	Occasionally	Frequently	Responses
Laminate Count Row %	38 30.9%	66 53.7%	11 8.9%	6 4.9%	2 1.6%	123
Study/research/use computers while accompanied by my child(ren) Count Row %	20 16.3%	87 70.7%	5 4.1%	7 5.7%	4 3.3%	123
Totals Total Responses						129

## 7. How well do the library's electronic/online resources meet your research/information needs?

5% Not well.

48% Very well.

47% Well.

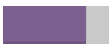| Value		Percent	Responses
Very well.		48.4%	62
Well.		46.9%	60
Not well.		4.7%	6
			Totals: 128

8. How well do the library's print resources meet your research/information needs?
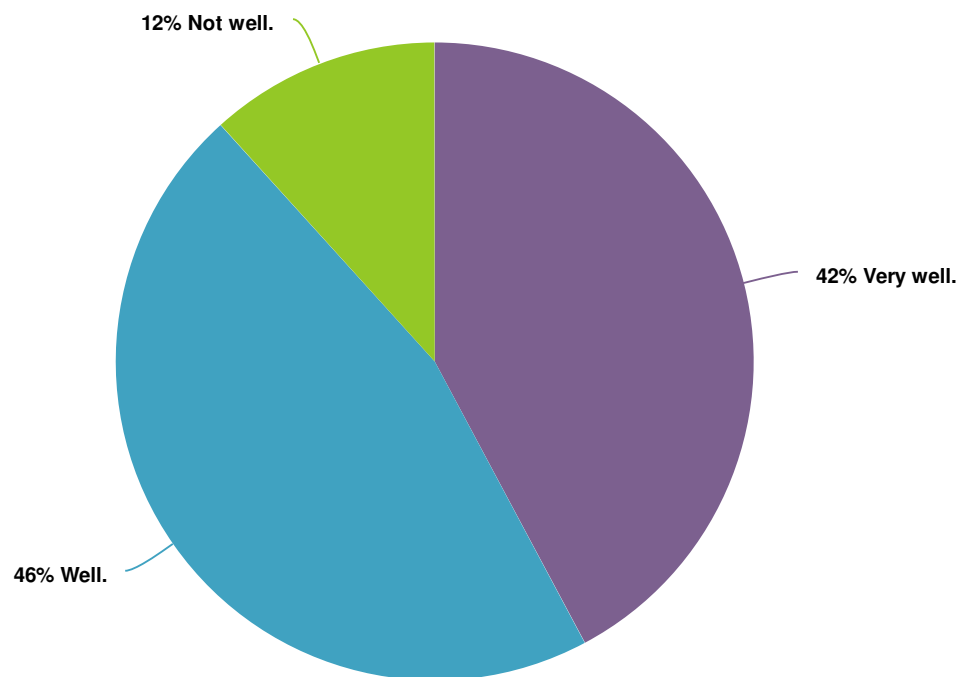
Value		Percent	Responses
Very well.		42.2%	54
Well.		46.1%	59
Not well.		11.7%	15
			Totals: 128

9. If you are a faculty member - Do you give students assignments that require use of online or physical library resources?

10% No (please tell us why)

11% Yes

79% I am not a faculty member.
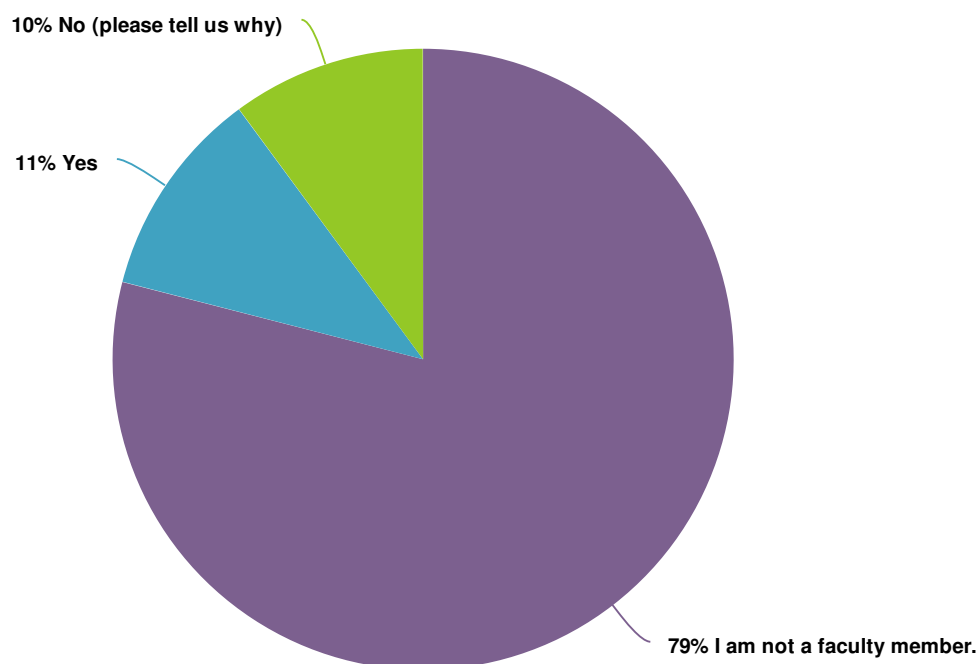
Value		Percent	Responses
I am not a faculty member.		79.1%	102
Yes		10.9%	14
No (please tell us why)		10.1%	13

Totals: 129

10. In the past year, have you recommended library materials or online resources to be purchased to support your academic discipline/major?
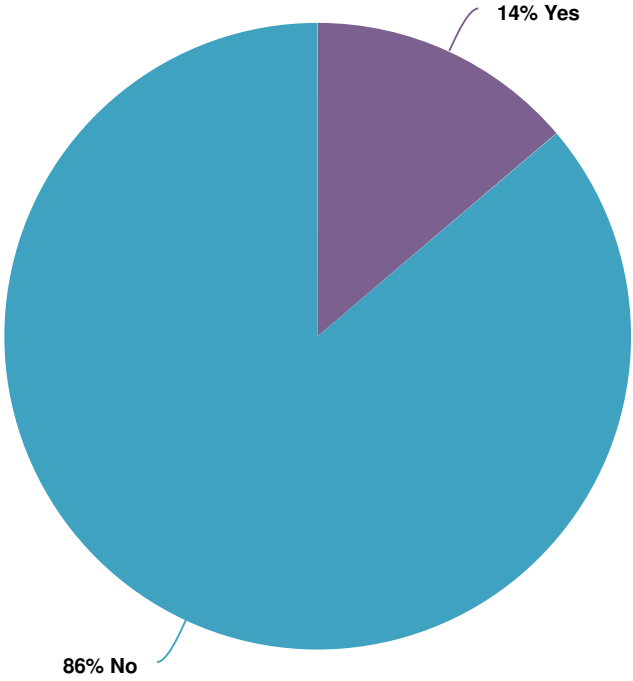
Value		Percent	Responses
Yes		13.8%	18
No		86.2%	112
			Totals: 130

11. The library, or using library services and working with librarians helps me to:

	Strongly disagree	Disagree	No opinion	Agree	Strongly agree	Responses
Make more efficient use of my time. Count Row %	7 5.6%	1 0.8%	39 31.2%	46 36.8%	32 25.6%	125
Prepare or complete coursework. Count Row %	8 6.5%	1 0.8%	36 29.0%	41 33.1%	38 30.6%	124
Work on group projects, collaborate or study with friends. Count Row %	6 4.9%	2 1.6%	64 52.0%	32 26.0%	19 15.4%	123
Achieve overall academic success. Count Row %	8 6.5%	1 0.8%	36 29.3%	47 38.2%	31 25.2%	123
Locate, evaluate and apply information. Count Row %	8 6.6%	2 1.6%	31 25.4%	51 41.8%	30 24.6%	122
Know the ethical issues surrounding information and technology. Count Row %	6 4.9%	8 6.6%	55 45.1%	36 29.5%	17 13.9%	122
Express and exchange ideas through listening, speaking, reading and writing. Count Row %	7 5.7%	1 0.8%	60 48.8%	39 31.7%	16 13.0%	123
Totals Total Responses						125

12. Describe your ideal library. Are there services/innovations you would like to see

added to the Weaver Library?

13. What do you appreciate about the library?

14. What would you like to change about the library?

15. Please tell us any additional comments or suggestions you have:

Monthly and Semester Total					
Month	Food In	Food out	Households Served	Children under 18	Adults
September	856	845	38	42	85
October	400	395	18	27	27
December	600	480	18	22	34
Total	1856	1720	74	91	146

12/20/2017

Rainy D Allen

Monthly and Semester Total