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CODES

Admin -----	Dean, Associate Dean
Archives & Spec Coll -----	Archives & Special Collections DH
Access Srvcs DH -----	Access Services Department Head
DH -----	Department Heads
R&R Srvcs DH -----	Reference & Research Services Department Head
Acq Librarian -----	Acquisition Librarian
CD Librarian -----	Collection Development Librarian
Tech Srvcs DH -----	Technical Services Department Head
Search C-----	Search Committees

ASSESSMENT

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Assessment of the effectiveness of the RGHC Calendar as a fund raising tool (Living the Vision Goal 5)	1-1. Do cost benefit analysis – 2000 to date 1-2. Use results of analysis to determine what actions if any need to be taken	1-1 thru 1-2 Achieved
2. Be in compliance with new Campus Outcomes Assessment procedures	2-1. Train Department Heads on new reporting procedures 2-2. Implement new procedures	2-1 thru 2-2 Achieved
3. Assess Voyager OPAC call slip functionality	3-1. Evaluate capabilities post-Voyager upgrade 3-2. Implement if applicable	No action taken. Make 2007-2008 Goal.
4. Assess users' perceptions of service performance	4-1. Design and implement online "Library Report Card" assessment form, using the model provided by the University of Arizona 4-2. Respond to feedback	No action taken. Make 2007-2008 Goal.
5. Find out who uses the library as place	5-1. Perform "Building Use Survey"	No action taken.
6. Assess user satisfaction with Info Service desk services	6-1. Create assessment instrument 6-2. Implement and report results	6-1 thru 6-2 Achieved Link to report (Summary) CP
7. Assess Library services to distance ed users (Living the Vision Goal 1.5)	7-1. Create distance education workgroup a. Design assessment tool to measure effectiveness 7-2. Implement assessment tool, analyze results, and make recommendations for improvements	No action taken. Make 2007-2008 Goal.
8. Integrate assessment activities at all levels of the organization	8-1. Have at least one assessment activity done for every department	Achieved.
9. Strengthen library communication library-wide	9-1. Design and implement a communication audit to assess the communication needs of the staff 9-2. Assess results 9-3. Take action	Initial discussions with Maureen Howard re: communication audit done Make 2007-2008 Goal.

FACILITIES/SPACE

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Remodeling of Archives and Special Collections Research Room	1-1. Asbestos abatement; Painting, carpeting of reading room; Cleaning of furniture; Signage for entryway	Achieved.
2. Create MAP/GIS Research Room (Living the Vision Goal 3)	2-1. Survey user community to determine needs and submit proposal to Dean 2-2. Develop spacial plan for implementing Map/GIS Research Room	Very preliminary placing discussion hold. Make 2007-2008 Goal.
3. Improve the "Library as Place"	3-1. Investigate acquisition & do cost estimates and/or creation of colorful artwork for Branson Library 3-2. Investigate acquisition of lounge seating for Branson and do cost estimate 3-3. Do feasibility study and develop plan for cyber café 3-4. Do feasibility study and develop plan for information commons 3-5. Seek acquisition of media equipment and furniture for enhanced media viewing	3-1 thru 3-2 No action taken 3-3 Make 2007-2008 Goal Meeting with ICT, Auxiliary Svcs, Provost to explore option working on Student Success Center Concept 3-4 Make 2007-2008 Goal Purchased DVD Portable Player
4. Create space(s) for children's activities	4-1. Identify potential spaces and develop spacial plan 4-2. Do Cost estimates	No action taken.
5. Create New wayfinding system for Branson Library and Zuhl Library	5-1. Develop building wayfinding system 5-2. Remove inaccurate signs 5-3. Install new wayfinding system 5-4. Be prototype for rest of campus	Zuhl Library Wayfinding placing in progress. 5-1 thru 5-4 Make 2007-2008 Goal (Zuhl Only)

FISCAL MANAGEMENT

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Consolidate Voyager material budget ledgers	1-1. Explore restructure of Voyager Ledger	No action taken
2. Institute shared costs for specialized library services (Living the Vision Goal 5)	2-1. Develop fee structures for: a. Alumni b. Corporate Clients c. IDS	Policy under development. Make 2007-2008 Goal
3. Conversion to salary planner software	3-1. Receive training on new software 3-2. Change internal procedures for salary data reporting	Being implemented by HR
4. Permanently reduce I&G funded lines by 2%	4-1. Identify I&G lines to be reduced 4-2. Do reductions and make internal line adjustments	4-1 thru 4-2 Achieved
5. Improve library staff salaries (Living the Vision Goal 2.4)	5-1. Bring some Broadbanding staff salaries up to or close to market 5-2. Do pay equity analysis on faculty salaries (ARL data set) and make adjustments as funds permit	5-1 Brought to market or closer to market (2 times) Non-exempts (preunion), (3 times) exempts 5-2 Faculty Pay Equity

FUNDRAISING

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. 1. Be able to calculate value of gifts-in-kind for Archives/Spec. Collections gifts	1-1. Develop a method to determine values for gifts in kind	No action taken.
2. Increase the number of new Library Endowments (Living the Vision Goal 5.3)	2-1. Add 3 new endowments in 06-07	Met & exceeded.
3. Increase the promotion of 'Naming Opportunities'	3-1. Include 'Naming Opportunities Plan' in donor cultivation & stewardship 3-2. Develop strategy for current donors who might execute naming opportunities 3-3. Get 2 new namings for library	Achieved. Met & exceeded.
4. Grow existing Library Endowments (Living the Vision Goal 5.3)	4-1. Create a donor card specifically for growing existing endowments	Achieved.
5. Increase the Library's participation in Annual Fund mailing	5-1. Develop strategy for Spring Annual Fund inclusion in Foundations Spring mailing, or create an alternate plan to accomplish 2 bulk mailings per year	Achieved. Now part of Spring Annual Fund Drive
6. Increase Library's potential donor pool (Living the Vision Goal 5.1)	6-1. Get a list of alumni that have not given in the last 5-10 years 6-2. Develop strategies to connect these alumni & implement	Achieved.
7. Increase the number of Library corporate proposals submitted to Corporations and Foundations (Living the Vision Goal 5.3)	8-1. Do at least 2 Library proposals for corporate funding for 06-07	Met & exceeded.
8. Have an operational library development plan	8-1. Prioritize donors for contacts 8-2. Determine what kind of contact is appropriate 8-3. Create an annual plan for executing strategy	8-1 thru 8-3 Achieved.
9. For all gifts over \$5000 have a signed Deed of Gift	9-1. Review records to determine what Deeds of Gift need to be signed and on record 9-2. Get signatures for Deeds of Gifts needing signatures	9-1 thru 9-2 85% Achieved.

INFRASTRUCTURE

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Improve e-resources management	1-1. Investigate and consider ERM options <ul style="list-style-type: none"> a. Acquisitions b. Collection Assessment 1-2. Make recommendations	1-1 thru 1-2 Achieved
2. Expedite access to major research collections	2-1. Consider joining RAPID Consortium 2-2. Complete feasibility study 2-3. If feasible, develop and submit proposal to Lib Admin	Recommendation made not to join.
3. Have at least one library faculty member participating in each research cluster group <i>(Living the Vision Goal 3.3)</i>	3-1. Assess current status of number of library faculty participating in research clusters 3-2. Have at least 3 more research clusters with library faculty participation	No action taken. Make 2007-2008 Goal
4. Target library resource allocation for teaching and research programs based on institutional priorities <i>(Living the Vision Goal 5)</i>	4-1. Align campus program priorities with library funding priorities.	Have taken specific initiative <ul style="list-style-type: none"> a. Serials Review Project b. New Program/Degree Collection Analysis c. Identification of Vision goals in Library's Strategic plan
5. Be technologically competitive with peers	5-1. Design and conduct technology audit	Focused on digitization Began peer group analysis of peer groups Make 2007-2008 goal.

ORGANIZATIONAL EFFICIENCY

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Restructure Technical Services Department	1-1. Finalize restructuring Plan 1-2. Implement Plan	1-1 thru 1-2 Achieved
2. Better designed internal inventory database & procedures	2-1. Design tables, forms and reports in Inventory database 2-2. Create procedural documentation for supplies inventory	50% Achieved Recommend purchase of off-skill software 2-1 thru 2-2 make 2007-2008 goal
3. Have an efficient and effective internal requisition process in compliance with university procedures	3-1. Review current process and identify areas for possible improvements 3-2. Make recommendations	90% Achieved
4. Decrease level of shipping damage for IDS shipments	4-1. Do data analysis 4-2. Based on analysis evaluate options 4-3. Make recommendations	4-1 thru 4-3 Problem resolved
5. Have "One University" one library system (Living the Vision Goal 5)	5-1. Through academic efficiencies process gain approval to implement 5-2. Begin implementation planning	Make 2007-2008 Goal Dean has met with CEO's & Provost several time – presented concept paper
6. Gain efficiencies by library relationships with Branch campuses	6-1 Jointly create opportunities to strengthen connectivity with branch libraries	Make 2007-2008 Goal Most recently briefed Jozi DeLeon on concept

PERSONNEL

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Build the workforce (Living the Vision Goal 2.5)	1-1. Hire Processing Archivist 9 mo Faculty 1-2. Hire Associate Dean 1-3. Hire 2 Systems staff positions 1-4. Develop a library wide personnel strategic plan (3yrs) 1-5. Hire a Reference and Research Services Social Sciences Librarian 1-6. Hire a Reference and Research Services Gov Docs Librarian 1-7. Hire a Technical Services Acquisitions Librarian	Achieved Search Closed Hired __ staff & merged functions of 2 positions into one. Dept. Hds identified personnel needs Achieved Achieved Search in Progress
2. Institute Personnel Broadbanding System in library	2-1. Develop and implement core competencies 2-2. Develop and implement position specific competencies 2-3. Develop and implement performance based merit evaluation instrument 2-4. Design template for Boardbanding job position descriptions and implement	Achieved Achieved Designed instrument not implemented Achieved

POLICY DEVELOPMENT

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Establish needed library policies	1-1. Develop and codify policies: <ul style="list-style-type: none"> a. Privacy policy b. IDS policy c. Gift in Kind-Archives and Spec. Coll d. Acceptable uses of public computers in the library e. Corporate privileges f. Outside Groups/variety 	<ul style="list-style-type: none"> a. No action taken b. In progress c. draft d. Achieved e. No action taken f. Achieved

PROFESSIONAL DEVELOPMENT/TRAINED WORKFORCE

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Provide training programs for professional/job development (Living the Vision Goal 2)	1-1. Redesign student employee training session 1-2. Provide staff development opportunities. Topics include: a. "Coaching skills" for supervisors b. Diversity c. Broadbanding Core Competencies d. Performance based evaluations (Exempt & Non-Exempt) e. Supervising in a collective bargaining environment f. Voyager System g. Sexual Harassment	Achieved a. Achieved c. Achieved d. Achieved e. No action taken f. Achieved e. Achieved
2. Increase proficiencies in computer software competencies (Living the Vision Goal 2)	2-1. Identify staff software training needs 2-2. Prepare 3 online or in-person training modules to meet staff needs	2-1 thru 2-2 Not achieved
3. All staff have personal staff development goals (Living the Vision Goal 2)	3-1. Have supervisors work with staff they supervise to identify at least one personal staff development goal for 2006-2007	No action taken
4. Strengthen participation of all staff in long range planning for the library	4-1. For 2006-2007 Strategic Plan development have a library-wide meeting for feed back 4-2. Review and revise library's mission documents	4-1 thru 4-2 In progress

SERVICES

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Reduce the backlog of unprocessed special collections	1-1. Make CD decisions for unprocessed special collections and work collaboratively to have collections cataloged and available for use	10% Achieved
2. Reorganize collections in University Archives Program	2-1. Consolidate University Archives/NMSU Presidential Papers	45% Achieved
3. Determine scope of OPAC	3-1. Make recommendations for OPAC display format for e-journals 3-2. Get approved	In Progress 40% Make 2007-2008 goal
4. Increase access to collections (Living the Vision Goal 3)	4-1. Devise method to search across OPAC and e-journals title list 4-2. Catalog oral histories for RMOA sound model grant project 4-3. Finish cataloging Schulman Collection 4-4. Catalog 250 scores from the Nichols Collection 4-5. Complete current phase of documents retrospective conversion a. Complete integration of retrospective (1976-1993) records from Marcive 4-6. Develop plan and cost estimates for cataloging pre-1976 government documents 4-7. Investigate purchase of backfile authorities to enhance OPAC access points Get funding approved	No action taken Achieved Achieved Achieved & exceeded, Continue Processing in 2007-2008. Achieved In Progress In Progress
5. Adopt "Best Practices" model for quality instruction services	5-1. Identify "Best Practices" for peer group instruction programs 5-2. Develop. Implement action plan for NMSU Library 5-3. Get approved 5-4. Implement	No Action Taken
6. The library provide pedagogical support in response to campus concerns over plagiarism	6-1. Develop and maintain a library sponsored website for campus which educates individuals on topic of plagiarism	Achieved Site completed goes live in Fall 2007

SERVICES

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
7. Expand Library instructional offerings for undergraduate students focusing on retention (Living the Vision Goal 1.6)	7-1. Develop and teach LIB 101 course in spring 2007. Evaluate the experience	Lib 101 will be offered Fall 2007
8. Increase active learning in library instruction sessions	8-1. Install and implement the SRS equipment 8-2. Assess	8-1 thru 8-2 Achieved
9. Migrate to new ID/vending card for copy/print services	9-1. Develop plan 9-2. Identify funding 9-3. Implement	9-1 thru 9-2 Make 2007-2008 Goal In test phase / Implementation January 2008
10. Increase quality and content of NMSU/AGNIC sites (Living the Vision Goal 4.2)	10-1. Assess existing sites to ensure compliance with AGNIC quality criteria quality 10-2. Enrich and expand content for existing sites	10-1 thru 10-2 In Progress Make 2007-2008 goal
11. Support new tools for service & content delivery.	11-1. Explore use of IM for reference services 11-2. Pilot WebCT course templates	Achieved In Progress Make 2007-2008 goal
12. Provide unified search access to other libraries	12-1. Participate in state library OCLC Work Group Services Project	Achieved

SYSTEMS

OBJECTIVE	ACTION	Final Report on Progress Toward Goal
1. Improve Voyager system function	1-1. Implement WebAdmin 1-2. Evaluate and implement appropriate new features and capabilities of upgraded Voyager version 6.1	1-1 Achieved 1-2 In Progress Make 2007-2008 goal
2. Improve access to e-reserve materials	2-1. Provide direct access to e-reserves on DocuTek through Web-CT (without re-authenticating) 2-2. Investigate integration of DocuTek records into OPAC	2-1 Achieved 2-2 Achieved – decision not to implement
3. Provide expanded scanning capabilities on public microform machines	3-1. Investigate feasibility of incorporating scanning functions into digital microform reader/printers 3-2. If feasible, install interfaces and provide training	3-1 thru 3-2 In Progress Make 2007-2008 goal
4. Make serials holdings information available on OCLC to improve IDS Lending fill rates	4-1. Investigate improved output capabilities in new Voyager version 4-2. Extract Voyager serials holdings records and submit to OCLC	4-1 thru 4-2 In Progress Make 2007-2008 goal
5. Redesign library website	5-1. Determine which existing web pages will be redesigned using new university template 5-2. Redesign appropriate web pages using new template 5-3. Create new web pages as needed to improve visibility, availability, and use of library services and resources 5-4. Develop databases of library resources and information to be used in new web site structure 5-5. Complete redesign of department level web pages and implement 5-6. Increase the presence of library link throughout campus	5-1 thru 5-6 In Progress
6. Improve access to e-resources	6-1. Implement Voyager Citation and Image Servers	In Progress
7. Improve access to scholarly resources	7-1. Write explanatory web page on using Google Scholar 7-2. Establish links to Google Scholar on appropriate pages	7-1 thru 7-2 In Progress - Testing
8. Improve service to students using networked university resources	8-1. Install script on public PCs to allow connection to students' networked storage drives	Achieved

