

ASSESSMENT	2
FACILITIES/SPACE	3
FISCAL MANAGEMENT	4
FUNDRAISING	5
INFRASTRUCTURE	6
ORGANIZATIONAL EFFICIENCY	7
PERSONNEL	8
POLICY DEVELOPMENT	9
PROFESSIONAL DEVELOPMENT/ TRAINING WORKFORCE	10
SERVICES	11
SYSTEMS	12

CODES

Access Srvcs -----	Access Services
Acq Librarian -----	Acquisition Librarian
Admin -----	Dean, Associate Dean
Archives & Spec Coll -----	Archives & Special Collections
CD Librarian -----	Collection Development Librarian
DH -----	Department Head
Gov Doc Librarian-----	Government Documents Librarian
Lib Dev Officer-----	Library Development Officer
R&R Srvcs -----	Reference & Research Services
Search C-----	Search Committees
SS-----	Subject Specialist
Tech Srvcs -----	Technical Services
TForce -----	Task Force

ASSESSMENT

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Assess library services to distance ed users (Living the Vision Goal 1.5) Initiated 2007	1.1. Create distance education workgroup to review existing services and to review any existing data on NMSU distance ed students, teachers, and staff	1.1. Continue 2009
2. Strengthen communication library-wide Initiated 2007	2.1. Design and implement a communication audit to assess the communication needs of the staff 2.2. Assess results 2.3. Take action	2.1. Obtained feedback from all staff on ways to improve staff communication 2.2 Achieved 2.3. Send Dept. Head's Meeting summary notes electronically to all staff. Achieved Continue 2009
3. Assess status of perpetual access licenses (Living the Vision Goal 5) Initiated 2008	3.1. Determine what licenses have perpetual access 3.2 Assign financial values 3.3. Investigate changing all licensing to have perpetual access language 3.4. Scan all licenses; place on G drive 3.5. Prepare report	3.1. Continue 2009 3.2. Continue 2009 3.3. Continue 2009 3.4. Continue 2009 3.5. Continue 2009
4.Reduce number of service areas handling money Initiated 2008	4.1. Identify where money is being handled 4.2. Make recommendations to limit number of individuals handling money	4.1. Achieved 4.2. Achieved

FACILITIES/SPACE

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1.Create MAP/GIS Research Room (Living the Vision Goal 3) Initiated 2007	1.1. Survey user community to determine needs and submit proposal to Dean 1.2. Develop spatial plan for implementing Map/GIS Research Room	1.1.Continue 2009 1.2. Continue 2009
2. Improve the Library as Place (multiple years)	2.1. Develop a plan for seating replacement Initiated 2008 2.2 Develop a plan for Student Success Commons Initiated 2008 2.3. Seek acquisition of media equipment and furniture for enhanced media viewing Initiated 2007 2.4. Remodel Library Associates Room Initiated 2008 2.5. Remodel Dean’s Conference Room Initiated 2008 2.6. Create group study areas and faculty study carrels Initiated 2008	2.1.Continue 2009 2.2.Continue 2009 2.3.Continue 2009 2.4. Achieved 2.5. Achieved 2.6. Continue 2009
3. Create new wayfinding system for both libraries Initiated 2007	3.1. Develop building wayfinding system 3.2. Remove inaccurate signs 3.3. Install new wayfinding system 3.4. Be prototype for rest of campus 3.5. Do cost estimate to replace signage in Branson 3.6. Remove outdated signs from Branson	3.1. Achieved for Zuhl Library 3.2. Scheduled for Fall 2008 3.3. Scheduled for Fall 2008 3.4. Scheduled for Fall 2008 3.5. Continue 2009 3.6. Continue 2009
4.Replace carpeting Initiated 2008	4.1. Identify areas where carpet needs replaced 4.2. Work with Campus Interior Designer to achieve	4.1. Achieved 4.2. Achieved Admin Suite, Library Assoc Rm, Branson Circ, Branson 217 and 135; Branson Lobby to be completed Summer 2008,
5.Construct new office In Admin Suite Initiated 2008	5.1. Obtain estimate from OFS 5.2. Authorize work	5.1. Achieved 5.2. Achieved
6. Identify Archives/Special Collection’s storage space Initiated 2008	6.1. Find Space 6.2. Order and install shelving	6.1. Achieved 6.2. Achieved
7. Identify space for Pete V. Domenici Legacy Staff	7.1. Find Space 7.2. Remodel 7.3. Relocate Domenici Project Staff	7.1. Achieved 7.2. Achieved 7.3. Achieved

FISCAL MANAGEMENT

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Develop Carry Forward Spending Plan (Living the Vision Goal 5) Initiated 2008	1.1. Create Plan 1.2. Implement 1.3. Create 2009 Plan	1.1. Achieved 1.2. Met 1 st year targets 1.3. Continue 2009
2 Restructuring Library Materials budget (Living the Vision Goals 3 & 5) Initiated 2008	2.1. Eliminate departmental allocation model 2.2. Replace with new disciplinary model	2.1. Continue 2009 2.2. Continue 2009

FUNDRAISING

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Create 2 new endowments (Living the Vision Goal 5) Initiated 2008	1.1. Identify donors and sign agreements	1.1. Achieved (one) "Carl Faubian Outstanding Library Employee of the Year" Continue 2009
2. Increase by at least 3% the growth of 3 existing endowments (Living the Vision Goal 5) Initiated 2008	2.1. Identify donors to "grow" existing endowments & "do the ask"	2.1. Achieved #902109 increased \$3,648.75 #902383 increased \$3,800.00 #902776 increased \$4,987.50 Continue 2009
3. Use calendar as part of Fall fund raising letter to active RGHC members & Stewardship Initiated 2008	3.1. Create the 2008 RGHC Calendar	3.1. Achieved Continue 2009
4. Host a naming event Initiated 2008	4.1. Plan the "Caroline E. Stras" naming ceremony (\$100,000) 4.2. Host the event	4.1. Achieved 4.2. Achieved
5. Raise funds for El dia de los ninos /El dia de los libros outreach programs (Living the Vision Goal 5) Initiated 2008	5.1. Plan a Library Staff fund raising activity 5.2. Apply for funds from SW and Border Culture Institute	5.1. Continue 2009 5.2. Achieved
6. Publish a book on "Jett Letters" Initiated 2008	6.1. Identify funds to support project 6.2. Work with publisher	6.1. Achieved 6.2. Book to be published Fall 2008

INFRASTRUCTURE

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Evaluate the status of NMSU in relation to our peers in the area of digitization activities Initiated 2008	1.1.Fact finding 1.2.Develop plan for library	1.1. Continue Fact Finding 2009 1.2. Continue 2009
2. Implement library ERM system Initiated 2008	2.1.Investigate ERM options with UNM and NMTech 2.2.Make recommendation(s) 2.3.Identify funding and implement	2.1. Achieved 2.2. Achieved Funding 2.3. Implementation in progress Continue 2009
3. Review standing orders(Vendors) (Living the Vision Goal 5) Initiated 2008	3.1.Investigate ways to improve fiscal management 3.2.Make recommendations 3.3.Implement approved changes	3.1. Achieved 3.2.Continue 2009 3.3.Continue 2009

ORGANIZATIONAL EFFICIENCY

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Design internal equipment inventory database and improve procedures Initiated 2007	1.1. Design tables, forms and reports in equipment Inventory database	1.1. Continue 2009
2. Gain efficiencies by library relationships with Community Colleges Initiated 2007	2.1 Creation of Lib Sys 5 Group Voyager/Catalog/Circulation/Carlsbad/Grants	2.2. Continue 2009 (Acquisition function)
3. Improve operational efficiencies in Copy Service Support for the public and staff Initiated 2008	3.1. Create a task force 3.2. Consider recommendations and implement	3.1. Achieved 3.2. Achieved

PERSONNEL

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Hire staff to meet operational needs of library (Living the Vision Goal 2) Initiated 2008	1.1.Hire Assoc Dean 07 1.2.Acq Lib 07 1.3.Cataloging Lib 08 1.4.Gov Doc Lib 07 1.5.Political papers archivist 08 1.6.Dev Officer 08 1.7.Archival Reprographics (08) 1.8.Vacant Staff Positions (07/08)	1.1. Achieved 1.2. Achieved 1.3. Achieved 1.4. Achieved 1.5. Achieved 1.6. Achieved 1.7. Achieved 1.8. Achieved Continue 2009 (i.e. Sci. Lib.; Access Srv Dept. Head; STEM lib; TS lib; vacant staff positions)
2. Justify retention of positions at risk Initiated 2008	2.1.Submit justifications for retention by deadline date 2.2.Assess outcomes	2.1. Continue 2009 2.2. Achieved
3. Establish new Staff Achievement Award Initiated 2008	3.1.Design and implement selection procedures 3.2. Present award at annual award ceremony	3.1. Achieved 3.2. Achieved
4. Revision of Library P & T Document (Living the Vision Goal 2) Initiated 2008	4.1. Create task force 4.2. Receive recommendations 4.3. Initiate approval process through faculty election 4.4.Publish revised document	4.1. Achieved 4.2. Achieved 4.3. Document approval by vote of Faculty Senate May 2008 4.4. Achieved
5. Increase staff participation in strategic planning process Initiated 2008	5.1. Create a task force to revise mission, values, vision statements 5.2. Hold small group conversations on 3 yr goals 5.3. Create retreat planning task force 5.4. Have a library wide retreat on Strategic Planning	5.1. Achieved 5.2. Achieved 5.3. Achieved 5.4. Achieved

POLICY DEVELOPMENT

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Establish needed library policies and/or revise existing library policies Initiated 2008	1.1. IDS policy 1.2. Privacy Policy 1.3. Gifts Policy 1.4. Display Cases 1.5. Library Use Zones 1.6. PA use policy 1.7. Emergency action plan (revision) 1.8. Moving Expenses Reimbursement 1.9. Carl Faubion Outstanding Library Staff Employee Award 1.10. Vehicle Use Policy 1.11. Embargo Policy	1.1. Continue 2009 1.2. Continue 2009 1.3. Achieved 1.4. Continue 2009 1.5. Achieved 1.6. Continue 2009 1.7. Achieved 1.8. Achieved 1.9. Achieved 1.10. Achieved 1.11. Continue 2009

PROFESSIONAL DEVELOPMENT/TRAINING WORKFORCE

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Provide training opportunities for staff Initiated 2008	1.1. Schedule training opportunities and guest speakers for all staff 1.1.a. Generation gap – supervisory training 1.1.c. Tech savvy series (at least 3 programs)	1.1. Continue 2009 1.1.a. Continue 2009 1.1.c. Continue 2009

SERVICES

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Provide support for NMSU accreditation review Initiated 2008	1.1. Design and support accreditation website 1.2. Create and support accreditation resource room	1.1. Achieved 1.2. Achieved
2 Increase access to collections (Living the Vision Goal 3) Initiated 2007	2.1. Devise method to search across OPAC and e-journals title list 2.2. Develop plan and cost estimates for cataloging pre-1976 government documents 2.3. Reduce special collections backlog 2.3.a. Ira Clark Collection 2.3.b. Dave DeWitt Chile Pepper Research Collection 2.3.c. J. Phelps White Collection 2.4. Reduce the backlog of unprocessed archives collections 2.5. Completion of the Durango microfilming project	2.1. Achieved Summer 2008 2.2. Continue 2009 2.3.a. Achieved 2.3.b. Achieved 2.3.c. Achieved 2.4. Achieved (ten collections completed – see list below) Continue 2009 2.5. Achieved December 2008
3. Increase quality and content of NMSU/AGNIC sites Initiated 2007 (Living the Vision Goal 4.2)	3.1. Assess existing sites to ensure compliance with AGNIC quality criteria quality 3.2. Make changes to meet compliance	3.1. Achieved Summer 2008 Continue 2009 reviewing NMSU/AgNIC websites and enrich 3.2. Achieved Summer 2008
4. Support new tools for service & content delivery Initiated 2008	4.1. Migrate IM reference service from GAIM to MEEBO 4.2. Create template and begin implementing on-line subject guides 4.3. Investigate technological options for enhanced reference service by users in Branson Library	4.1. Achieved 4.2. In progress pilot project Lib Guides Summer 2008 Assess 2009 4.3. Continue 2009
5. Provide viewing equipment for users Initiated 2008	5.1. Create Circulation Policy and Procedure for portable DVD check out 5.2. Implement when approved	5.1. Continue 2009 5.2. Continue 2009

- 2.4. Collections completed:
1. Esther Chavez Cano Papers (Ms 471)
 2. Pecos Valley Lumber Co. Records (Ms 389)
 3. Middle Rio Grande Conservancy District Records (Ms 252)
 4. Women's Improvement Association (Ms 152)
 5. Mehlhop Family Collection (Ms 439)
 6. Legislative Council Committee Records (Ms 236)
 7. New Mexico Book League Records (Ms 184)
 8. Magdalena Stock Car Driveway Records (Ms 401)
 9. Casad-Mandell Family Papers (Ms 470)
 10. George A. Griggs Family Papers (Ms 032)

SYSTEMS

OBJECTIVE	ACTION	PROGRESS TOWARD GOAL
1. Improve Voyager system function Initiated 2007	1.1. Evaluate and implement appropriate new features and capabilities of upgraded Voyager version 6.1 1.2. Implement call slip functionality	1.1. Continue 2009 1.2. Continue 2009
2. Provide expanded scanning capabilities Initiated 2008	2.1. Incorporate scanning functions into digital microform readers 2.2. Replace copiers with scanning stations 2.3. Upgrade existing scanners	2.1. Continue 2009 2.2. Achieved 2.3. Achieved
3. Integrate serials holdings with OCLC to improve IDS Lending fill rates Initiated 2008	3.1. Extracting Voyager serials holdings records 3.2. Submit to OCLC	3.1. Achieved 3.2. Achieved
4. Replace all P.C. s in library Initiated 2008	4.1. Purchase replacement equipment 4.2. Replace	4.1. Achieved 4.2. Achieved
5. Implement Website design enhancements Initiated 2008	5.1. Design departmental template 5.2. Google Scholar 5.3. Accreditation 5.4. Searchable staff list 5.5. AgNIC	5.1. Achieved 5.2. Achieved 5.3. Achieved 5.4. Achieved 5.5. Achieved
6. Replace SS numbers with Banner ID numbers in Voyager Initiated 2008	6.1. Request file linking SSN and Banner ID 6.2. Add Banner ID to patron records for current patrons 6.3. Change match point in patron update program to Banner ID 6.4. Add Banner ID to inactive patron records	6.1. Achieved 6.2. Achieved 6.3. Achieved 6.4. Achieved Summer 2008