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## CODES

Access Svcs -----	Access Services
Acq Librarian -----	Acquisition Librarian
Admin -----	Dean, Associate Dean
Archives & Spec Coll -----	Archives & Special Collections
Assoc. Dean -----	Associate Dean
CD Librarian -----	Collection Development Librarian
DH -----	Department Heads
Gov Doc Librarian -----	Government Documents & Maps Librarian
Lib Dev Officer-----	Library Development Officer
R&R Svcs -----	Reference & Research Services
Search Comm -----	Search Committees
SS -----	Subject Specialists
Staff -----	All Staff
Tech Svcs -----	Technical Services
TForce -----	Task Force

Work G ----- Work Group

**ASSESSMENT**

OBJECTIVE	ACTION	PROGRESS MADE
1. Assess library services for distance education (Living the Vision Goal 1.5) Initiated 2006-07	1.1. Create distance education work group to review existing library services in accordance with NMSU's Distance Education Strategic Plan	1.1. Pending release of DE Strategic Plan. Moved to FY 10
2. Assess status of perpetual access provisions in current licenses (Living the Vision Goal 5) Initiated 2006-07	2.1. Determine those licenses that provide perpetual access to content 2.2 Assign financial values 2.3. Investigate including perpetual access as a component of all license agreements 2.4. Prepare report 2.5. Explore ERR as new funding stream (perpetual licenses =capitalization)	2.1. Achieved  2.2. In Progress – Moved to FY 10 2.3. In Progress – Moved to FY 10  2.4. Pending– Moved to FY 10 2.5. Pending– Moved to FY 10
3. Have all departments do at least one assessment activity Initiated 2007-08	3.1. Each Department Head plans and executes an assessment activity  3.2. Prepare report on activity for library Administration. If appropriate, prepare a report for OAC	3.1. Archives- Achieved Tech. Srv- Achieved Access Srvs – Achieved RR – Achieved  3.3. RR- Achieved & Exceeded All other departments in Progress
4. Strengthen internal communication within Library system Initiated 2007-08	4.1. Hire consultant 4.2. Review recommendations 4.3. Implement changes 4.4. Create mechanism for sharing achievements of library staff	4.4. Awards on Website, Using Information Kiosk, Celebration Meeting
5. Incorporate ideas from staff into action items Initiated 2008-09	5.1. Review Fall themes and ideas that emerged from 2007 -08 strategic planning activities 5.2. Develop 3 year strategic plan for library 5.3. Report to all staff on achievements and/or progress	5.1. Achieved  5.2. Achieved  5.3. Achieved

**FACILITIES/SPACE**

OBJECTIVE	ACTION	Progress Made
1. Create MAP/GIS Research Room (Living the Vision Goal 3) Initiated 2006-07	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. Survey conducted. Report in progress. Moved to FY 10  1.2. Moved to FY 10.
2. Improve the Library as Place (multiple years) Initiated 2007-08	2.1. Develop a plan for student use areas in the library  2.2. Develop plan that includes media equipment and furniture for enhanced media viewing 2.3. Repurpose furniture in both libraries to improve user spaces	2.1. Phase I Achieved by August 2009.  2.2. Phase II Moved to FY 10  2.3. Achieved – August 2009
3. Create new wayfinding system for both libraries Initiated 2006-07	3.1. Remove inaccurate signs <b>Scheduled for Fall 2008 Zuhl</b> 3.2. Install new wayfinding system <b>Scheduled for Fall 2008 Zuhl</b> 3.3. Be prototype for rest of campus <b>Scheduled for Fall 2008 Zuhl</b> 3.4. Do cost estimate to replace signage in Branson 3.5. Remove outdated signs from Branson	3.1. Zuhl -Achieved  3.2. Zuhl -Achieved  3.3. Zuhl -Achieved  3.4. Achieved  3.5. Achieved
4. Construct Archives as part of Domenici Public Policy Institute Bldg (multiple years) Initiated 2008-09	4.1. Select Architect 4.2. Contribute to building design 4.3. Construction of building	4.1. Achieved 4.2. Feasibility Study - In Progress  4.3. Capital Projects Request to be submitted for 2010 Legislative Session

**FISCAL MANAGEMENT**

OBJECTIVE	ACTION	Progress Made
1. Develop Carry Forward Spending Plan (Living the Vision Goal 5) Initiated 2007-08	1.1. Create 2009 Plan 1.2. Expend carry forward funds based on plan	1.1 Achieved 1.2 Achieved
2. Restructuring Library Materials budget (Living the Vision Goals 3 & 5) Initiated 2007-08	2.1. Review alternatives to current departmental allocation model 2.2. Replace with new model	Moved to FY 10

**FUNDRAISING**

OBJECTIVE	ACTION	Progress Made
1. Create 2 new endowments (Living the Vision Goal 5) Initiated 2007-08	1.1. Identify donors and sign agreements	1.1. One new endowment created (Hagerman)
2. Increase by at least 3% the growth of 3 existing endowments (Living the Vision Goal 5) Initiated 2007-08	2.1. Identify donors to "grow" existing endowments & "do the ask"	2.1. Achieved & Exceeded
3. Use calendar as part of Fall fund raising letter to active RGHC members & Stewardship Initiated 2008-09	3.1. Create the 2009 RGHC Calendar 3.2. Increase sales	3.1. Achieved 3.2. Achieved
5. Raise funds for <i>El Dia de los Ninos /El Dia de los Libros</i> outreach programs (Living the Vision Goal 5) Initiated 2007-08	5.1. Plan a Library Staff fundraising activity	5.1. Moved to FY 10

**INFRASTRUCTURE**

OBJECTIVE	ACTION	Progress Made
1. Evaluate the status of NMSU in relation to our peers in the area of digitization activities Initiated 2007-08	1.1. Conduct peer-based fact finding 1.2. Develop digitization plan	1.1. Summer Contract Project – Achieved 1.2. Moved to FY 10
2. Have an ERM system Initiated 2007-08	2.1. Implement	2.1. Achieved
3. Review standing orders to achieve budget reductions (Living the Vision Goal 5) Initiated 2007-08	3.1. Review all standing orders 3.2. Make recommendations for budget reductions 3.3. Implement approved changes	3.1. Achieved 3.2. Achieved 3.3. Achieved
4. Review & strengthen library statistics reporting Initiated 2008-09	4.1. Review existing procedures 4.2. Implement changes, if needed	4.1. Moved to FY 10
5. Document organizational Achievements Initiated 2008-09	5.1. Create chronologies to document organizational achievements a. Collections acquired (ASC)	5.1a. Achieved
6. Redesign Library Website Initiated 2008-09	6.1. Redesign departmental websites	6.1 Achieved

**ORGANIZATIONAL EFFICIENCY**

OBJECTIVE	ACTION	Progress Made
1. Design internal equipment inventory database and improve procedures <i>Initiated 2006-07</i>	1.1. Design tables, forms and reports in equipment Inventory database	1.1.Data gathering - In Progress Moved to FY 10
2. Gain efficiencies by functioning as One University-One Library <i>Initiated 2006-07</i>	2.1. Complete Voyager/Catalog/Circulation Carlsbad/Grants 2.2. Provide training 2.3. Propose Voyager acq. functions for LibSystem 5 Group 2.4. Establish Access Services Dept. Head as LibSystem 5 Group representative for NMSU – Las Cruces	2.1. Achieved 2.2. Achieved 2.3. Moved to FY10 2.4. Achieved
3. Strive to become more environmentally “Green” <i>Initiated 2008-09</i>	3.1. Expand recycling program 3.2. Appoint task force to make recommendations to Lib. Admin 3.3. Consult with campus offices on options 3.4. Implement	3.1. Achieved 3.2. Achieved 3.3. In Progress 3.4. In Progress

**PERSONNEL**

OBJECTIVE	ACTION	Progress Made
1. Hire staff to meet operational needs of library (Living the Vision Goal 2) Initiated 2007-08	1.1. Hire STEM Librarians 1.2. Hire TS Lib 1.3. Hire Access Service DH 1.4. Hire non exempt position vacancies	1.1. Achieved 1.2. Achieved 1.3. Achieved 1.4. Achieved
2. Justify retention of Faculty positions at risk Initiated 2007-08	2.1. Submit justifications for retention by deadline 2.2. Obtain approval to retain Faculty positions at risk	2.1. Achieved 2.2. Achieved
3. Implement NMSU's pay equity system for library Faculty positions Initiated 2008-09	3.1. Work with HR & Mercer consultants to develop procedures and plan 3.2. Implement	3.1. Achieved 3.2. Achieved
4. Comply with new minimum wage laws Initiated 2007-08	4.1. Adjust beginning student labor wages to meet new minimum wage requirements	4.1. Achieved
5. Implement an e-portfolio system for Faculty Annual Performance and P & T processes Initiated 2008-09	5.1. Create Task Force 5.2. Review elements in Digital Measures e-portfolio product 5.3. Make recommendations on design of template 5.4. Implement	5.1. Achieved 5.2. Achieved 5.3. Achieved 5.4. Moved to FY 10
6. Ensure agreement between Annual Performance Evaluation process and Promotion and Tenure process Initiated 2008-09	6.1. Review both processes to ensure they are complementary 6.2. Develop definitions and rubric to assess activities in the area of Outreach/Extension	6.1. Achieved 6.2. Achieved



**POLICY DEVELOPMENT**

OBJECTIVE	ACTION	Progress Made
1. Establish needed library policies and/or revise existing library policies <i>Initiated 2007-08</i>	1.1. IDS policy 1.2. Privacy Policy 1.3. Exhibits 1.4. Embargo Policy 1.5. Corporate Borrowers Card Policy 1.6. Oral Histories Acceptance 1.7. Incident/Comments 1.8. Review Library Public Computer Use Policy 1.9 Vehicle Use Policy (Revision) 2.0 Visiting School Groups Policy (Revision) 2.1. Travel Policy (Revision) 2.2. Use of NMSU Library Classrooms (Revision) 2.3. Events	1.1. Achieved 1.2. Moved to FY 10 1.3. Achieved 1.4. Achieved 1.5. Move to FY 10 1.6. Achieved 1.7. Moved to FY 10 1.8. Achieved 1.9. Achieved 2.0. Achieved 2.1. Achieved 2.2. Achieved 2.3. Moved to FY 10

**PROFESSIONAL DEVELOPMENT/TRAINING WORKFORCE**

OBJECTIVE	ACTION	Progress Made
1. Provide opportunities for staff training and professional development Initiated 2007-08	1.1. Generation Gap – Supervisory Training 1.2. Tech savvy series (at least 2 programs) 1.3. General Safety Training for staff 1.4. Copyright & Fair Use	1.1. Achieved 1.2. Achieved & Exceeded 1.3. Moved to FY 10 & Be more specific 1.4. Achieved

**SERVICES**

OBJECTIVE	ACTION	Progress Made
1. Increase access to collections (Living the Vision Goal 3) Initiated 2006-07	1.1. Develop plan and cost estimates for cataloging pre-1976 government documents 1.2. Reduce the backlog of unprocessed archives collections 1.2.a. Specify collections to be processed  1.3. Continue to design Domenici website	1.1. Plan developed. Moved to FY 10 for implementation.  1.2a. In Progress -Spec. Collections 50% -Hobson-Huntsinger 75% -RGHC 80% -Domenici 1% 1.3. In Progress. Moved to FY10
2. Increase quality and content of NMSU/AGNIC sites (Living the Vision Goal 4.2) Initiated 2006-07	2.1. Review and revise NMSU/AgNIC to meet new guidelines and enrich websites	2.1. Moved to FY10 Chili Website redesign
3. Support new tools for service & content delivery Initiated 2007-08	3.1. Create template and begin implementing on-line subject guides (Libguides) 3.2. Investigate technological options for enhanced reference service by users in Branson Library	3.1. Achieved  3.2. Achieved
4. Restructure Periodical Services Initiated 2008-09	4.1. Assess organizational restructuring of Periodical Services 4.2. Make recommendations 4.3. Implement	4.1. Assessment began. Moved to FY 10

**SYSTEMS**

OBJECTIVE	ACTION	Progress Made
1. Improve Voyager system function <i>Initiated 2006-07</i>	1.1. Upgrade Voyager 1.2. Implement call slip functionality	1.1. Moved to FY 10 1.2. Exploring alternative options.
2. Provide expanded scanning capabilities <i>Initiated 2007-08</i>	2.1. Incorporate scanning functions into digital microform readers	2.1 Moved to FY 10