New Mexico State University Library
2005-2006 STRATEGIC TARGETS

FACILITIES/SPACE

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. Complete ergonomic assessment of Access Services work stations	1-1. Assess and make necessary adjustments	1-1. Request submitted to Safety Office. Pending action
2. Provide adequate lighting outside both library buildings	2-1. Do assessment, make recommendations, install additional lighting fixtures	2-1. Request submitted to Campus Architect. Pending action.
3. Install new carpet in Branson Library 1st floor elevator corridor	3-1. Request new carpet	3-1. Completed
4. Assess all furnishings for wear and tear	4-1. Inventory furnishings	4-1. Completed.
	4-2. Identify needs and cost estimates for repair or replacement	4-2. Completed.
	4-3. Determine funding	4-3. Completed
	4-4. Remove furnishings no longer needed from libraries	4-4. Completed
	4-5. Repair or replace furnishings	4-5. Branson Library- In progress
5. Replace staff work stations for three Arch & SpC staff	5-1. Develop departmental space plan	5-1 to 5-4. 2006-2007 Target
	5-2. Identify needs and prepare cost estimates for work station replacement	
	5-3. Determine funding	
	5-4. Install new work stations	
6. Refurbish or replace furnishings in the Library Associates Room	6-1. Identify needs and prepare cost estimates	6-1 to 6-3. No longer under consideration.
	6-2. Determine funding	
	6-3. Refurbish or replace furnishings	
7. Have signage to get people where they need to go	7-1. Develop a new signage system	7-1. Campus policy under development re: wayfinding signs
	7-2. Do cost estimates and identify funding	7-2. 2006-2007 Target NMSU Library will be first prototype site for new wayfinding signs
	7-3. Implement	
8. Update Library Space Planning document	8-1. Review and prioritize space needs	8-1. In progress

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

FISCAL MANAGEMENT

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. Find alternatives to current department allocation model for library materials budget	1-1. Analyze options for new materials budget models 1-2. Make decision and implement	1-1 to 1-2. 2006-2007 Target

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

FUNDRAISING

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. To have a way to calculate value for gifts-in-kind for archives *Living the Vision Goal 5*	1-1. Develop and propose a way to calculate value of gifts-in-kind for archives	1-1. 2006-2007 Target
2. Increase and grow the number of Library endowments *Living the Vision Goal 5*	2-1. Add four new endowments in 2005-06 2-2. Grow by 10% at least 2 endowments	2-1. Three new endowments added 2-2. Met & exceeded
3. Create a naming opportunity plan for the library	3-1. Identify and quantify naming opportunities	3-1. Draft document completed, under Department Head review.
4. Promote existing Library endowments *Living the Vision Goal 5*	4-1. Design, develop, and publish a brochure listing all Library endowments	4-1. Completed.
5. Re-design library approach to annual fund *Living the Vision Goal 5*	5-1. Re-design the way Annual Fund is done for Library 5-2. Increase number of colleges having Library as a check off	5-1. Completed. 5-2. All colleges now have library as a check-off.
6. Utilize newly created Library printed piece to raise awareness of Library's value *Living the Vision Goal 5*	6-1. Develop and execute plan to take the Library piece to Admin. Staff, A-Team; determine other targets	6-1. Completed.
7. Have calendar in community for sale in bookstores earlier *Living the Vision Goal 5*	7-1. Make list of bookstores; take calendars to those 7-2. Use calendar as part of RGHC Annual Fund Drive	7-1. Completed. 7-2. Completed.
8. Acquire skills where needed to improve performance in the area of Library Development *Living the Vision Goal 5*	8-1. Learn about existing and potential donors 8-2. Learn SIEBEL 8-3. Develop new prospects 8-4. Target Hispanic community by making a list of prospective donors based on knowledge of family's history and significance to the community 8-5. Learn about Library operations as they pertain to fundraising	8-1. Completed. 8-2. Completed. 8-3. In progress 8-4. In progress 8-5. Completed.
9. Review donor legal agreements	9-1. Review deeds of gift and contact donors when necessary for clarification	9-1. Review completed.
10. Raise grant funds	10-1. Two grant proposals written and submitted by new library P.I.'s	10-1. Completed.

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

INFRASTRUCTURE

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. Improve Voyager system function	1-1. Upgrade Voyager 1-2. Implement WebAdmin	1-1. Completed. 1-2. 2006-2007 Target
2. Gain greater control over e-journal management issues	2-1. Identify and recommend ERM options 2-2. Purchase ERM 2-3. Implement ERM	2-1 to 2-3. 2006-2007 Target
3. Provide opportunity for staff to engage in idea generation	3-1. Create a forum for discussion of library vision	3-1. 2006-2007 Target
4. Provide laptops and projector for library staff check-out	4-1. Develop procedures and guidelines 4-2. Implement check-out program	4-1. Completed. 4-2. Completed.
5. Increase storage capacity on Voyager server	5-1. Purchase disk drives for Voyager server	5-1. Completed.
6. Provide collection assessment tools *Living the Vision Goal 5*	6-1. Fund and implement the OCLC Collection Assessment Software 6-2. Have a formalized collection assessment procedure 6-3. Train those doing assessment	6-1. Completed. 6-2. Completed. 6-3. Completed.
7. Attain identity of "library as place"	7-1. Do feasibility study and develop plan regarding cyber café and information commons	7-1. 2006-2007 Target
8. Target library resource allocation for teaching and research programs based on institutional priorities *Living the Vision Goal 5*	8-1. Plan and implement a new serials review process	8-1. Plan completed. Implementation in progress.
9. Improve quality of microforms printed copies by acquiring (2) digital microform reader/printers	9-1. Receive final quote from vendor 9-2. Complete purchasing process 9-3. Install machines 9-4. Train staff on use 9-5. Promote to users	9-1 to 9-5. Completed.

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

INFRASTRUCTURE

OBJECTIVE	ACTION	STATUS as of June 30, 2006
10. Investigate feasibility of joining RAPID consortium for expedited access to major research collections	10-1. Contact lead organization and other member libraries	10-1. In progress.
	10-2. Gather pricing/contract information	10-2. Completed.
	10-3. If feasible, prepare and submit proposal to Lib Admin	10-3. Pending.
11. Provide new computers in library classrooms	11-1 Coordinate installation of new tables in Zuhl classroom	11-1 to 11-3. Completed.
	11-2. Install new computers in Zuhl and Branson classrooms	
	11-3. Replace remaining laptops in Title V classroom	
12. Provide comfortable learning environment for library users	12-1. Evaluate current public space use, identify needs, and assess current trends	12-1. No action to taken to date.
13. Increase participation in developing University research clusters *Living the Vision Goal 3*	13-1. Seek library representation on each research cluster, and sub-clusters as appropriate	13-1. 2006-2007 Target
14. Centralize and provide space efficient storage for media collections	14-1. Identify product and funding	14-1 to 14-4. Completed.
	14-2. Request vendor proposal	
	14-3. Purchase and install cabinets	
	14-4. Move media collection to new location	
15. Enhance map services	15-1. Survey user community to determine needs and submit proposal to Dean	15-1. 2006-2007 Target
16. Integrate campus "Living the Vision" planning process into library planning process	16-1. Identify peers for analysis	16-1 to 16-2. Completed.
	16-2. Formalize peer group analysis into library strategic planning	
17. Prepare collection development statements for all subject collections and develop process for ongoing review	17-1. Following the new template, all R&R Svcs subject specialists prepare statements for review by Coll Dev Coor	17-1. Completed.
18. Evaluate Voyager OPAC call slip functionality	18-1. Examine documentation	18-1 to 18-2 2006-2007 Target
	18-2. Run test/sample	

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

ORGANIZATIONAL EFFICIENCY

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. Strengthen library communication library-wide	1-1. Design and implement a communication audit to assess the communication needs of the staff	1-1. 2006-2007 Target Initial discussions with Maureen Howard re: communication audit done
	1-2. Assess results	1-2. Pending.
	1-3. Take action	1-3. Pending.
2. Gain greater control over supplies inventory	2-1. Explore feasibility of Banner Stores module	2-1. Completed.
	2-2. Reorganize supplies area	2-2. Completed.
	2-3. Create procedural documentation	2-3. In progress
3. Improve property inventory control system	3-1. Design tables, forms and reports in inventory database. Import information from Property database	3-1. 2006-2007 Target
4. Restructure Tech Svcs	4-1. Conduct staff summit	4-1. Completed.
	4-2. Prepare action plan	4-2. Completed.
	4-3. Develop final plan	4-3. 2006-2007 Target
	4-4. Implement changes	4-4. 2006-2007 Target

New Mexico State University Library
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PERSONNEL

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. To increase support for library faculty research by establishing Dean's Faculty Research Fund *Living the Vision Goal 2*	1-1. Develop and submit proposal to support librarians' job-related research activities and efforts	1-1. Completed.
2. Expand bonus program for all library staff *Living the Vision Goal 2*	2-1. Revise existing policy 2-2. Establish criteria and procedures for faculty and exempt staff recognition in compliance with *NMSU Policy Manual*	2-1 to 2-2. Completed.
3. Ensure all library faculty are paid equitably *Living the Vision Goal 2*	3-1. Determine methodology and do pay equity analysis of all library faculty positions 3-2. Adjust for pay equity as funds permit	3-1 to 3-2. Completed.
4. Ensure a diverse library workforce *Living the Vision Goal 2*	4-1. Develop a diversity plan for the library 4-2. Add language to advertisements/announcements re: diversity 4-3. Add interview question for all candidates on diversity	4-1. 2006-2007 Target 4-2 to 4-3. Completed.
5. Ensure compliance with NMSU Distance Education policies re: Compensation *Living the Vision Goal 2*	5-1. Write guidelines for compensation for library faculty who provide distance education courses	5-1. Completed.
6. Implement Personnel Broadbanding System in library	6-1. Complete mapping process 6-2. Educate library staff re: changes in personnel system 6-3. Inform staff of their position's band/zone placement	6-1 to 6-3. Completed.

Living the Vision Goal 2: To have a high quality, diverse faculty, staff and student body

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

POLICY DEVELOPMENT

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. Use established framework for developing and updating library policies	1-1. Develop and codify policies: a. Gift policy b. Circulation policy c. Privacy policy d. Travel/training policy e. Faculty summer contracts f. Large Format Printer Services g. Dean Research Fund h. Bonus Program i. Library Building Hours j. Compensation Distance Education k. Collection Development Principles l. Business Cards m. Staff (Exempt, Non-Exempt & Faculty) Bonus Program n. Service Hours o. Faculty General Elections p. Archives & Sp Coll: Photocopying etc. q. Archives & Sp Coll Department Fees for Publication	1-1a. 2006-2007 Target 1-1b. Completed. 1-1c. 2006-2007 Target 1-1d. Completed. 1-1e to 1-1q. Completed.

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

PROFESSIONAL DEVELOPMENT/TRAINED WORKFORCE

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. Develop orientation checklist for new staff	1-1. Complete checklist for new faculty and staff and make available on G:drive	1-1. Completed.
2. Enhance training program for library staff	2-1. Redesign student employee training session	2-1. 2006-2007 Target
	2-2. Provide/conduct training for staff. Topics to include: a. Building a positive workplace culture b. Service delivery to users with disabilities c. "Coaching skills" for supervisors	2-2a. Completed. 2-2b. Completed. 2-2c. 2006-2007 Target
3. Build and strengthen staff skill job levels	3-1. Provide training to use new Voyager version	3-1. Completed.
	3-2. Identify staff software training needs	3-2. 2006-2007 Target
	3-3. Prepare 3 online or in-person training modules to meet staff needs	3-3. 2006-2007 Target.

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

SERVICES

OBJECTIVE	ACTION	STATUS as of June 30, 2006
1. Investigate electronic availability and delivery of NMSU dissertations/theses collection	1-1. Conduct feasibility assessment 1-2. Make recommendations	1-1. Completed. 1-2. In progress.
2. Increase access to collections	2-1. Finish reclass of monographic materials 2-2. Catalog oral histories for RMOA sound model grant project 2-3. Investigate purchase of backfile authorities records to enhance OPAC access points 2-4. Complete integration of retrospective (1976-1993) records from MARCIVE	2-1. Completed. 2-2. 2006-2007 Target 2-3. 2006-2007 Target 2-4. 2006-2007 Target
3. Determine scope of OPAC	3-1. Determine OPAC display format for e-journals 3-2. Determine need to represent aggregators' holdings in OPAC	3-1. In Progress. 2006-2007 Target 3-2. Completed.
4. Strengthen University Archives program	4-1. Formalize scope of University Archives 4-2. Establish parameters and consolidate University Archives	4-1 to 4-2. Completed.
5. Strengthen Special Collections program	5-1. Assess and evaluate existing program 5-2. Make recommendations for program 5-3. Review of recommendations 5-4. Implement approved changes	5-1. Completed. 5-2. Completed. 5-3. In progress. 5-4. Pending
6. Improve access to e-reserves	6-1. Investigate integration of DocuTek records into OPAC	6-1. Completed. No further action recommended.
7. Create "One University" library system	7-1. Develop concept paper 7-2. Present concept to Provost, ADC	7-1 to 7-2. Completed. .
8. Evaluate service delivery to Distance Ed students	8-1. Develop an assessment tool	8-1. 2006-2007 Target
9. Redesign library website	9-1. Develop databases of library resources and information to be used in new web site structure	9-1. 2006-2007 Target

New Mexico State University Library
2005-2006 STRATEGIC TARGETS

SERVICES

OBJECTIVE	ACTION	STATUS as of June 30, 2006
10. Improve library electronic search capabilities	10-1. Configure Voyager EZ Connect for main campus, DABCC, NMSU-A	10-1. 2006-2007 Target
11. Improve access to e-resources	11-1. Complete implementation of Voyager Citation and Image Servers	11-1. Loaded and 2006-2007 Target
12. Make serials holdings information available on OCLC	12-1. Investigate improved output capabilities in new Voyager version 12-2. Extract Voyager serials holdings records and submit to OCLC	12-1 to 12-2. 2006-2007 Target
13. Provide unified search access to other libraries	13-1. Implement simultaneous searching in new Voyager version	13-1. Consider new options 2006-2007 Target
14. Improve access to scholarly resources	14-1. Write explanatory web page on using Google Scholar 14-2. Establish links to Google Scholar appropriate pages	14-1 to 14-2. 2006-2007 Target
15. Participate in migration to new ID/vending card	15-1. Communicate library needs to Auxiliary Services	15-1. 2006-2007 Target
16. Integrate library services with Banner	16-1. Utilize Banner authentication with restricted library services and resources	16-1. Completed.
17. Establish collaboration with agriculture e-extension	17-1. Have development and planning meeting with NMSU e-extension director	17-1. Completed.
18. Increase quality and content of NMSU/AGNIC sites	18-1. Assess existing sites to ensure compliance with AGNIC quality criteria quality 18-2. Enrich content for existing sites 18-3. Expand content for existing sites 18-4. Expand beyond existing sites (2)	18-1 to 18-4. 2006-2007 Target