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ADMINISTRATIVE / INFRASTRUCTURE / ORGANIZATIONAL EFFICIENCY

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Review & strengthen library data management	1.1 Determine data gathering priorities 1.2 Implement changes, if needed	Administration; Department Heads	No action taken Continue as 2012-13 Target
2. Maximize use of existing shelving resources	2.1 Organize all shelving components at Branson & Zuhl 2.2 Perform physical inventory and create report. Pending completion of the Big Shift	Associate Dean	2.1 Achieved 2.2 Achieved / Inventory report in progress
3. Gain organizational efficiencies in mail/supplies management	3.1 Implement software, "The Store" to manage ordering and supplies inventory functions	Acquisitions Librarian; Archives & Special Collections; Systems	3.1 Pilot in progress. Implementation Aug. 2012
4. Prepare for the next strategic planning cycle, 2012-2015	4.1 Create a 2013-2015 Strategic Plan Retreat Task Force and hold retreat 4.2 Determine model for developing the plan to incorporate perspectives from library staff, campus stakeholders, as well as recommendations from the External Review process	Administration; Staff; Task Force	4.1 - 4.2 Achieved
5. Establish needed library policies and/or revise existing library policies	5.1 Filming/Photographing in the Library Policy	Administration; Access Services Department Head	No action taken Continue as 2012-13 Target

ASSESSMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Reduce operational costs Response to Library External Review Recommendation	1.1 Assess the added value by joining 1.1a Lyrasis 1.1b Portico	Administration; Acquisitions Librarian; Business Manager	1.1 Achieved 1.1a Lyrasis contract reviewed/assessed and contract cancelled 1.1b Portico contracted established
2. Improve understanding of constituencies' library needs Response to Library External Review Recommendation	2.1 Explore the use of LibQual user instrument	Administration; Department Heads; Office of Institutional Analysis	2.1 Achieved Piloted LibQual Traid Assessed local results

COLLECTION MANAGEMENT / COLLECTION DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have a collection development statement and plan for Border Archives Collections	1.1 Develop and write 1.2 Get approval	Archives & Special Collections Department Head	1.1 - 1.2 Achieved Developed and approved
2. Review state documents collection	2.1 Complete multiple copy review of all state documents	Government Documents Librarian; Reference & Research Services Department Head	2.1 Achieved
3. Develop a library-wide collection management plan	3.1 Determine scope; draft document 3.2 Get approval 3.3 Implement	Associate Dean; Collection Development Librarian; Department Heads	No action taken Continue as 2012-13 Target
4. Make collection retention decisions on print collections that are represented in e-formats	4.1 Consider options and make recommendations	Acquisitions Librarian; Collection Development Librarian; Subject Specialists	4.1 In Progress E-Docs review completed Continue as 2012-13 Target

DIGITAL INITIATIVES

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Integrate digital activities into Library organization Library 2009-2012 Plan	1.1 Initiate digital projects 1.1a Rio Grande Historical Collection Information File 1.1b Elephant Butte Irrigation District papers 1.1c NMSU Cooperative Extension publications 1.1d Fabian Garcia Collection 1.1e NMSU Catalogs 1.2 Have greater presence of completed digital projects on library website home page	Associate Dean; Digital Project Team (varies) Associate Dean; Web Designer	1.1a Achieved 1.1b Pending private funding 1.1c In progress - Continue as 2012-13 Target 1.1d Achieved 1.1e In progress - Continue as 2012-13 Target 1.2 In progress - Continue as 2012-13 Target

FACILITIES / SPACE

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Complete new Way Finding System – Branson Library 2009-2012 Plan	1.1 Install signs on 2 nd -4 th floors 1.2 Install outside building signs	Administration; Office of Facilities & Services	1.1 – 1.2 Achieved
2. Reduce energy consumption	2.1 Install energy efficient lighting BRR Project – Zuhl Library	Administration; Office of Facilities & Services	2.1 Achieved
3. Offload weight from stack areas in both libraries to meet floor load weight criteria Response to Library External Review Recommendation	3.1 Construct & establish Branson storage area 3.2 Off-load materials designated for storage to Branson Storage 3.3 Off-load collection from 3 rd floor Branson to 2 nd floor Zuhl 3.4 Relocate Technical Services 3.5 Reconfigure 3 rd floor Branson shelving 3.6 Offload collections for 4 th floor Branson 3.7 Reconfigure shelving 4 th floor 3.8 Reshelve collections on 4 th floor to be in compliance with floor load 3.9 Work with others on campus to procure off-site storage facility 3.10 Relocate collections to storage 3.11 Make necessary catalog changes	Administration; Office of Facilities & Services; Project Staff	3.1 – 3.5 Achieved 3.6 – 3.8 On hold for IPP Project completion 3.9 – 3.10 Pending university action 3.11 Achieved
4.1 Complete Program planning and implement IPP-Library Project	4.1 Establish plan for Phase 1 (remodeling) of IPP Project	Administration; Library Faculty Team; IPP Building Committee	4.1 Achieved

FISCAL MANAGEMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Respond to negative budget environment	1.1 Reduce library Materials budget 1.2 Comply with administration budget changes and requests	Acquisitions Librarian; Administration; Business Manager; Collection Development Librarian	1.1 -1.2 Achieved Transition to Comprehensive Budget Exercise Model
2. Submit Comprehensive Budget Review Proposals for FY13	2.1 Submit required forms & justifications	Administration	2.1 Achieved
3. Fund the costs of the Mitigation Plan	3.1 Identify funding sources	Administration; Provost	3.1 Achieved Library internally funded all costs to date associated with Mitigation Plan.
4. Reduce the number of open current use accounts Library 2009-2012 Plan	4.1 Spend down funds of some of the current use accounts (non-recurring cost obligations) 4.2 Reduce the number of current use accounts	Acquisitions Librarian; Administration; Business Manager; Collection Development Librarian; Subject Specialists	4.1 – 4.2 Achieved Current Use accounts were closed or merged
5. Share more information on Library budgets and budgeting process to library staff information more openly Response to Library External Review Recommendation	5.1 Hold at least 2 workshops on the library budget process and components of the library budget 5.2 Expand the Library Budget Committee to include all department heads	Administration	5.1 Pending Included in Library U program schedule 5.2 Achieved

LIBRARY DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Increase level of private giving Library 2009-2012 Plan	1.1 Identify donors and sign agreements 1.2 Create 2 new endowments	Administration; Library Development Officer	Achieved & exceeded 4 endowments <ul style="list-style-type: none"> • Meerscheidt Library Endowed Fund • Carroll Warren West Endowment • Timothy Parker Endowment • Library Endowed Fund
2. Publish Casad/VanWinkle Biography Library 2009-2012 Plan	2.1 Work with author on getting book published (Manuscript completed and submitted to publisher)	Administration; Library Development Officer	2.1 Achieved The Casads: A Pioneer Family of Mesilla Valley book published.
3. Make library development website more user friendly	3.1 Redesign library development website	Administration; Library Development Officer; Web Designer	3.1 Achieved Giving website redesigned.
4. Increase level of giving to Honor with Books program	4.1 Aggressively promote program 4.2 Increase level of donations by 10%	Administration; Library Development Officer	4.1-4.2 Achieved
5. Increase private funding to build/support NMSU Library collection	5.1 Obtain private funds for support of EBID papers 5.2 Acquire American Wall/Maurice Sherif Collection 5.3 Acquire 2 major political papers collections 5.4 Acquire Yates Family papers collection 5.5 Obtain funding to support digitization projects 5.6 Acquire new US/Mexico Border Archives Collections	Administration; Library Development Officer	5.1 – 5.2 In progress 5.3 Two proposals submitted – one proposal still under consideration 5.4 Proposal submitted - Pending decision from family 5.5 Achieved 5.6 In progress

ONE UNIVERSITY ONE LIBRARY

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Facilitate acquisitions and cataloging processes at the NMSU Community College libraries Library 2009-2012 Plan	1.1 Participate in DACC's evaluation of Voyager acquisitions processes 1.1a Propose Voyager acquisitions module to other campuses 1.2 Investigate feasibility of NMSU-Las Cruces performing cataloging functions for NMSU-Carlsbad	Libsys5 Directors; Libsys5 Liaison	1.1 Achieved 1.1a No action taken 1.2 In progress Continue as 2012-13 Target
2. Expand access to media collections through video streaming to all campuses	2.1 Investigate group/consortial purchasing 2.1a Acquire/obtain access as funding permits	Libsys5 Directors; Libsys5 Liaison	2.1 Achieved 2.1a No action taken Low funding priority
3. Improve Request It! Inter-campus borrowing and lending through ILLiad	3.1 Complete NMSU-Alamogordo ILLiad satellite site implementation 3.2 Implement DACC as an ILLiad site 3.3 Assess operations and usage 3.3a Make improvements as needed	Libsys5 Directors (Alamogordo & Carlsbad); Libsys5 Liaison	3.1 Achieved 3.2 Considering alternatives 3.3 Achieved 3.3a Achieved

PERSONNEL

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Implement an e-portfolio system for promotion and tenure reviews	1.1 Do design (Digital Measures) 1.2 Implement design	Administration; Task Force; Systems	1.1 – 1.2 No action taken – low priority
2. Hire faculty to meet operational needs of library	2.1 Associate Dean 2.2 Archives & Special Collections Department Head 2.3 Gov Docs Librarian 2.4 Business Librarian 2.5 Provide alternative academic year appointment as an option for faculty appointments	Administration; HR Liaison; Search Committees	2.1; 2.3; 2.4 Achieved 2.2 In progress 2.5 Proposal submitted. Requires trimester academic year to implement.
3. Implement People Admin for NMSU Library	3.1 Train library staff in People Admin 3.2 Implement	HR Liaison	3.1 – 3.2 Achieved
4. Assure library personnel records are in compliance with campus policy	4.1 Meet with all department lead to assure compliance 4.2 Develop a guide for Library Department Heads on records retention	HR Liaison	4.1 – 4.2 No action taken
5. Assure that the library workforce is highly diversified	5.1 Create a Library Diversity Task Force 5.2 Consider the implementation of the recommendations of Task Force	Task Force	5.1 Achieved 5.2 Pending recommendations of Task Force - Continue as 2012-13 Target

PROFESSIONAL DEVELOPMENT / TRAINING WORKFORCE

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Strengthen opportunities for staff development Library 2009-2012 Plan	1.1 Provide professional development opportunities for Library staff 1.2 Develop a plan to better inform library staff of library development opportunities/options at the library-wide level	Administration; Department Heads; HR Liaison	1.1 Achieved e.g.: Library workshop series; Canvas Training; Digital Initiatives Showcase 1.2 In progress Continue as 2012-13 Target

SERVICES

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Introduce social networking as a means of reaching our constituents	1.1 Create a workgroup 1.2 Have RSS, Facebook, YouTube & Twitter as selections on library website 1.3 Assess impact	Web Designer; Workgroup	1.1 – 1.2 Achieved 1.3 No action taken
2. Raise awareness of new and evolving Access Services	2.1 Create and distribute a Request It! brochure for print and electronic distribution 2.2 Create and distribute a Service Desk brochure for print and electronic distribution	Access Services	2.1 – 2.2 No action taken

SYSTEMS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Improve the OPAC interface and make it more user friendly	1.1 Establish a library task force on the redesign of the library's OPAC 1.2 Consider TF recommendations 1.3 Implement changes	Administration; Task Force	1.1 – 1.3 Achieved
2. Enhance Library website Library 2009-2012 Plan	2.1 Add "suggest a purchase" form to solicit user recommendations for collection development 2.2 Continue to design Domenici website	Collection Development Librarian; Web Designer	2.1 No action taken 2.2 No action taken