

NMHU Unit Strategic Planning: FY23 Plan
 Unit name: Donnelly Library
 VP: R. Gonzales / Director: R. Aragon
 Date submitted: 09/25/2023

PLAN - Unit Goals / Objectives

Unit	Unit / Department Objective	Purpose of Objective	SP Goal 1	SP Goal 2	SP Goal 3	SP Goal 4	SP Goal 5
Library	Acquire materials requested by departments and to meet student needs with an emphasis on online resources	Provide up-to-date material for students in person and remotely. In addition, to keep all departments in line with the most current material on their disciplines.	x	x	x	x	x
Library	Adequately build collections for new programs and degrees with an emphasis on online resources	Enhance any new programs with print and online resources needed to sustain the programs.		x			x
Library	Increase number of students receiving library instruction	Conduct library instructions to students through in-person and online classes so they would get a better knowledge of how to use the resources offered to them by the library.	x	x	x		x

Library	Improve reference and research services	The intent is to reach as many students, faculty, staff, and other patrons as possible by using both in-person and online resources to help with any reference or research questions.	x		x		x
Library	Provide more varied public programs and exhibits	Provide programs and exhibits that focus on and include different topics that are of interest to the public either through participation in attendance, presentation and/or through exhibits.			x	x	x
Library	Promote the library as a good study space	Use social media, and other means of publicity to let students know about the library and the services it provides including already existing and new study areas for students to gather in groups or individually to study in a quiet place.		x		x	
Library	Partner with community groups and schools to broaden services/offerings and identify needs	Collaborate with outside groups and schools from the university in order to widen our services and provide guidance in areas that may be needed.			x		

Library	Process archival collections and actively solicit material for the university archives	To facilitate use of archival materials and expand the collections to ensure a more diverse and inclusive historical record	x		x	x	x
Library	Provide up-to-date computer labs and equipment to promote student success	Providing the most current computer labs and equipment will help students to access any information needed for classes, research papers, and independent study and give staff the necessary tools to provide services and resources to students	x				x
Library	Create online access to archival and photograph collections	To expand access to archival materials to students and researchers and aid in preservation	x		x	x	x

			DO - Implement Plan		
Status (New or Ongoing)	Timeframe	Measureable outcomes	Action(s)	Budget implication	Status (Met, Ongoing, Stop)
Ongoing	Annually	A. Document inflationary costs vs. increase/decrease in budget B. Librarians contact departments 1x per semester	A. Work with Faculty Library Committee to get recommendations from departments and individuals B. Librarians communicate with assigned departments to assist in determining needs	Yes	Ongoing
Ongoing	Annually	Submit input on new programs and degrees to the office of the VPAA	Consult with departments and office of the VPAA concerning materials available and/or needed for emerging programs and degrees	Yes	Ongoing
Ongoing	Annually	A. Review instruction materials and modes B. number of students and classes	A. Meet annually to review library instruction B. Increase library instruction numbers	No	Ongoing

Ongoing	Annually	Number of tutorial web page and YouTube channel hits. Reference statistics.	Increase use of Tutorials.	No	Ongoing
Ongoing	Annually	Number of programs & attendees; and list of partnering units & organizations	A. Continue current virtual and live programming B. More programming on topics of interest to students C. Coordinate programming with other units	No	Ongoing
Ongoing	Annually	A. Post on the University Facebook accounts at least 1x per month B. Frequency of study rooms booked each semester and gate count	A. Use social media to promote the library and encourage use of study areas B. Improve group study areas	Yes	Ongoing
Ongoing	Annually	A. Communicate annually with local school entities B. Quarterly meetings	A. Outreach to school librarians, teachers, and parents B. Continue to coordinate and promote the Northeastern New Mexico Librarians group	No	Ongoing

Ongoing	Annually	Collections processed, materials accrued, and outreach accomplished.	Archivist will make connections with community and university partners. Archivist will evaluate action plan.	Yes	Ongoing
Ongoing	Annually	Regular correspondence with ITS on technology issues	Work with ITS and VPFA to replace the library's staff and student computers and address technology needs	Yes	Ongoing
Ongoing	Annually	Develop a plan for online access to collection	Draft of plan for online access	Yes	Ongoing

STUDY - Assessment		ACT - Improve
Outcome(s)	Challenge(s)	Improvement(s)
A. Head of Collection and Instruction position filled November 7, 2022. The library added 1641 volumes of print material and 81 ebooks. Maintained online subscriptions. B. Regularly communicated to faculty about resources and solicited input. Analyze usage statistics.	Flat budget coupled with inflation in materials cost.	Continue to analyze use of collection to determine best distribution of budget.
Worked with multiple campus entities to provide input for new and continuing programs. Worked with Faculty Library Committee, Faculty Senate, and Academic Affairs Committee, and Provost Office.	Flat budget coupled with inflation in materials cost means no new funds for new programs.	Pursue additional annual funds for the Up to Date database to support new nursing FNP/MSN program. Stay on the alert for new programs that are working their way through the approval processes in order to support students when programs are offered.
A. Librarians met each semester to discuss and review library research courses. B. Librarians gave 51 individual instructional class sessions to 604 students July 2022-June 2023. Number of sessions saw a slight increase from the previous year. Number of participants saw a small decrease. Head of Collection and Instruction filled November 7, 2022.	Obtaining faculty participation. The changes in instruction modality also presents a challenge for instruction who need to invite us to the class.	New Head of Collection and Instruction will devote more time to faculty outreach and to meet changing students demand.

<p>Library staff worked on new tutorials for the webpage to help students with their research. The library tutorials webpage visits for July 2022-June 2023 total 389 visits, which is decrease from than last year's total visits of 568. Visits to the library's YouTube channel totaled 483 which was also a decrease from the previous year. In January 2023 subscribed and began set up of LibGuides software to better meet students.</p>	<p>Tutorial webpage is not easily discovered by students. Staff time for promotion and updating the site.</p>	<p>Continue to create guides and tutorials, including the Donnelly Library YouTube Channel, based on needs and feedback. Set up new subscription to LibGuides, a more user friendly interface and solicit faculty in put.</p>
<p>Achieved. Library Associate Gallery Assistant position filled August 15, 2022. Highlights of shows included continuation BFA shows, International Women's month show, and School of Schooley. The gallery space was remodeled to be a better exhibit space. The library held its first business scholar-led reading program.</p>	<p>Staff time.</p>	<p>Continue to explore opportunities for collaborating with campus and external partners.</p>
<p>A. Corresponded with members of University Relations concerning the resumption of Throwback Thursdays, including issues of staff privacy and Facebook outreach demographics. B. Statistics on use of study room not available</p>	<p>A. Staff time. Issues of staff privacy. B. Funds for renovation and furnishings.</p>	<p>A. Explore additional avenues of promotions. B. Have plan for next fiscal year to relocate and purchase new furnishing for the children's section to make a better space for education students and for all patron. Continue to plan improvement for other area.</p>
<p>A. Continued communication with local school administrators. Signed MOU with West Las Vegas School District in spring 2023. Library position included in TCC grant proposal written by School of Education. B. Continued hosting virtual meetings of the Northeastern New Mexico Librarians group.</p>	<p>Staff time.</p>	<p>Continue to explore opportunities for collaborating with campus and external partners.</p>

<p>Processing included the inventorying, indexing, and/or rehousing of 4 collections. Acquired 2 community collections and 2 University Archives accruals. Participated in statewide meetings to address disaster preparedness. Communicated with faculty members concerning accrual of digital research materials.</p>	<p>Limited appropriate space for housing and processing collections and constrained archival budget.</p>	<p>The archivist has continued evaluating the organization of current collections and developing a processing plan. The archivist has continued to develop relationships with University departments and various archival stakeholders. This should continue.</p>
<p>Library computer technician is working on proposal for new equipment including pricing.</p>	<p>Limited budget for equipment. Limited and changing ITS staff makes progress slow.</p>	<p>The library director, the external programs librarian and library computer technician should resume meeting regularly with the ITS director to work on library technology needs. The library computer technician should continue to cross-train with ITS staff and initiating a strategy to rebuild existing library computers.</p>
<p>Edited 52 finding aids in New Mexico Archives Online. Updating of legacy finding aids continued. Began student project to index digital Beisman materials. Materials digitized on demand for research and publication requests.</p>	<p>Insufficient funding and labor for advanced digital projects.</p>	<p>The archivist should continue to explore methods of online dissemination for archival and photographic materials, including the continued use of the materials by students and faculty. The archivist should reach out to relevant campus entities concerning the creation of a digital repository.</p>