



ULS FY13 Planning Task Force

- Charge -

6 September 2011

The University Librarian has responsibility for developing annual University Library System (ULS) plans and budgets for submission to the Provost. The ULS Planning and Budget Committee (PBC) is advisory to the University Librarian in this process. To increase opportunities for ULS staff to participate in the FY13 planning process, the University Librarian is establishing an ad hoc ULS FY13 Planning Task Force to support his and the ULS PBC's efforts.

ULS Task Force Sponsor: Rush Miller

ULS Task Force Team Leader: Karen Calhoun

The Task Force will have advisory reporting relationships to the **ULS Planning and Budget Committee** and to **Administrative Council**.

Charge:

The ULS FY13 Planning Task Force will focus on the following:

- **Collaborative planning:** The TF will learn and undertake its work using a project management approach and collaborative planning tools (including SharePoint) that support engagement with stakeholders and collegial planning activities.
- **Strategic options analysis:** Strategic options are creative, action-oriented responses to the library's changing environment. They take into account the facts, community needs, trends, opportunities and threats facing the ULS. Strategic options are identified following an organizational assessment that keeps in mind the changing environment, mission and aspirations of the library. The TF will conduct the organizational assessment inclusively by using "Future Search" conferences focusing on (1) public and collections services and (2) the ULS digital library. They will analyze the output of the Future Search conferences to develop and submit a strategic options analysis to the University Librarian and ULS PBC. ULS Senior Staff will use this analysis to draft the major ULS objectives for inclusion in the FY13 Planning and Budget report.
- **Outcomes-based, measurable objectives:** After the major ULS FY13 objectives are drafted, the TF will organize and conduct an all-staff workshop to gather staff input and prioritize the proposed

objectives. Following the workshop the TF will analyze the workshop results, prepare comments assessing the draft objectives against SMART objective criteriaⁱ, and submit recommendations to the University Librarian and ULS PBC.

TF timeline:

August - Charge drafted and members identified
September - Workshop for task force on collaborative planning
October - Investigate and identify FY13 strategic options for UL and PBC
November - Submit strategic options analysis to UL and PBC
December – Senior Staff propose outcomes-based, measurable objectives for FY13
January 2012 – TF gather and submit staff input and advice on FY13 proposed objectives

ULS staff communications timeline:

Sept – Circulate charge and membership of TF; describe FY13 planning process
Nov – Communicate strategic options analysis submitted to UL and PBC; presentation to Admin Council
Dec – Communicate and invite input on FY13 proposed objectives
Jan 2012 – Share staff input submitted to UL and PBC; presentation to Admin Council
Feb 2012 – Share and review the FY13 Planning and Budget Report submitted to Provost

Membership of the FY13 ULS Planning TF:

Aaron Brenner, Head, Digital Research Library
Karen Calhoun, Assistant University Librarian (team leader)
Tim Deliyannides, Director, Office of Scholarly Communication; Head, Information Technology
Pat Duck, Director, Millstein Library (Greensburg) and Coordinator of Regional University Library System Libraries
Luke Ferdinand, Technology Support Services Manager
Ed Galloway, Head, Archives Service Center
Arif Jamal, Librarian, Buhl Social Work Collection and African American Collection
Robin Kear, Reference/Instruction Librarian
Ann McLeod, Head, Access Services
Dennis Smith, Coordinator for Collection Development
Eve Wider, Head, Business and GSPIA/Economics Libraries
Jeff Wisniewski, Web Services Librarian
Clare Withers, Coordinator for Virtual Reference

Resources/Consultants to the Task Force:

Elvia Arroyo-Ramirez	John Barnett	Fern Brody	Heidi Card
Michael Dabrishus	John Fudrow	Noreen Jerin	Paul Kohlberger
Susan Neuman	Crystal McCormick Ware	Xiuying Zou	

ⁱ http://changingminds.org/disciplines/hr/performance_management/smart_objectives.htm