2025 Annual Plan			
Strategic Focus	**Objective**	**Status**	**Leader**
	Organizational Culture		
	Set organizational culture enhancement as a focused goal of the library across all deparments and branches. Foster a positive internal culture through team-building initiatives, promoting constructive workplace behavior, and supporting staff well-being. This work is led by library leaders and the culture committee.		
Culture & Diversity	**Develop a concise and compelling vision for culture statement (includes branding the culture initiative).**		Executive Leaders
	Q1 - Our vision statement and brand are created. We are providing framed vision statements for departments and branches.		
	Q2 - COMPLETED		
	Develop a change management framework to support implementation, adoption, and buy-in of key change initiatives.		Culture Committee Leaders
	Q1 - The IT Change Advisory Board (CAB) was formed and is being piloted as a model for change management. Other work on change management will begin in Q2.		
	Q2 - The Change Management Work Group has been seated and will start its dedicated work in Q3.		
	Q3 - The work group has met and will begin a series of meetings to set deliverables and assign tasks.		
	Develop clear employee expectations related to customer service and integration of IDEA in operating practices.		Executive Director
	Q1 - As part of the onboarding workgroup, a plan is being developed that focuses on three key areas: customer service responsibilities, communication, and safety. Within these areas, training will address policies, operating systems, customer service values and expectations, and strategies for handling difficult customers. Emphasis will be placed on setting clear employee expectations to ensure consistent, high-quality service. This work is ongoing and will continue to evolve.		
	Q2 - IDEA continues to be focus for the district. Updated customer service training for library staff is ready to be launched. The training incorporates mutiple learning modalities, including lectures, group discussions, small group activities, and role-playing.		
	Q3 - IDEA training and info: Land Acknowledgement Statement and Action Plan have been drafted and shared with key work groups. Training will be offered at October Staff Day. Planning is underway to establish an Indigenous Knowledge Center at Rawlings Library and partner programming with SOAR is scheduled at all branches. Working with neurodivergent patrons (a course recently offered by The Arc of Aurora) conducted survey of customer services values across peer libraries--we are using this information to inform PCCLD culture work.		
	Establish formal communication protocols that encourage productive multidirectional communication.		Executive Director
	Q1 - Culture work on this goal will begin in Q2.		
	Q2 - The Communication Protocols Work Group has been seated and has begun the work to accomplish this goal.		

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Strategic Focus	Objective	Status	Leader
	Q3 - This work group has been meeting diligently and is completing an inventory and evaluation of communication methods utilized at PCCLD. A gap analysis and improvment plan are next steps.		
	Embrace a culture of feedback and accountability to cultivate trust, respect, and collaboration through internal or external training in the areas of conflict management, communication, IDEA, emotional intelligence.		Director of Human Resources
	Q1 - Outside facilitator conducted a workshop for managers on Conflict Management and we are targeting staff day in October for further training in this area. Offering all staff online webinars around this topic as well. Other identifying training topics are in the works.		
	Q2 - Trainings to managers on Conflict Management and Giving and Receiving Feedback is complete. In addition, this same training will be offered to all employees at the October staff day. There are additional IDEA topics including Land Acknowledgements and working with neurodiverse patrons that are being offered at the October staff training day.		
	Q3 - Training at All-Staff Development Day and as library manager training provided by the Colorado State Library -- topics covered include conflict management and giving and receiving feedback as well as training around IDEA iniatives (working with neurodivergent patrons and land acknowledgements)		
	Continue to focus on emergency preparedness to include finalizing the planning and protocols document, implementing consistent staff training, and keeping safety as a priority regarding interactions of staff with the public. Includes gathering data on safety needs and utilizing it to build a robust safety program.		Associate Director of Public Services & Security Manager
	Q1 - The PCCLD Emergency Procedures Manual has been finalized and distributed to all departments districtwide. Training on use of the manual was provided at February staff development day and at the Q1 PIC training sessions. Power BI is now being used to track security incidents and enhance data reporting related to safety and security.		
	Q2 - The Emergency Preparedness Committee continues to meet and refine the master Emergency Response and Recovery Plan. PCCLD has awarded a contract to a third party vendor that provides security case management software that will improve incident reporting and security data tracking and analysis. Design and build-out for this new product will take place during Q3.		
	Q3 - Training and refinement of the Emergency Response and Recovery Plan is ongoing. Case IQ (new security software) has been customized and tested and will be fully implemented for staff use in Q4.		
	Develop and reiterate clear, consistent employee expectations through continuing review of job description and outlining competency frameworks for each position.		Director of Human Resources
	Q1 - In process of reviewing several job descriptions and outlining competencies.		
	Q2 - Job Descriptions are reviewed regularly. Competency Frameworks are in process of being developed.		
	Q3 - Job Descriptions continue to be reviewed regularly this quarter. Competency frameworks are in process of being developed. Competency frameworks are being developed and will be shared with managers to prepare for annual reviews. These rubrics are meant to establish a foundation for further work in fully developing job competencies. Future work will continue in 2026.		
	Lead the development and implementation of a new employee recognition program that replaces the current program.		

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	Q1 - Employee Recognition committee formed and meetings scheduled,with first meeting conducted.		Director of Human Resources
	Q2 - The Employee Recognition Committee has created a new recognition program which will be rolled out to Steering Committee for feedback in July. A work group has been seated to revise the Team Recognition/Starlight Awards program which will be implemented during Q3.		
	Q3 - The Team Recognition Work Group has developed a new program and is working through final refinements. This and the individual recognition program will be rolled out at the All-Staff Day in October and will be in full swing in January 2026.		
	Enhance performance review consistency and relevance to ensure all roles in the organization are effectively evaluated using standardized performance review forms with role-specific criteria by the end of the performance cycle.		Director of Human Resources
	Q1 - The job description review and competency frameworks will better inform this process. May by a Q3 or Q4 deadline.		
	Q2 - This work of a performance appraisal re-design has been outlined. The work should begin later this year.		
	Q3 - Rubrics have been created to serve as a foundation for performance review consistency and expectations. Budgeting for consultant for performance appraisal re-design; continuing work in the area of consistency and training continues to ensure managers are utilizing standardized scoring for performance assessments		
	Facilities and Infrastructure		
Access to Services	**Complete the renovation of Lucero Library within the budget and on schedule for the project.**		Executive Director
	Q1 - Progress at the end of Q1 is acceptable. The project is on time and under budget.		
	Q2 - Contruction is progressing on time and under budget. Inspections by regionoal building officials were recently completed. Windows, doors, carpet and paint are being installed now. Project tours for library staff, trustees and stakeholders have happened. Grand reopening activities have been tentatively set.		
	Q3 - The Lucero Library reopened on September 29, 2025 to much fanfare by the community. Punch list items are being completed as is an installation of perimeter fencing. The project is substantially complete.		
Internal Capacity	**Ensure successful outomes for enhancing and improving library facilities including the Rawlings Library stormwater drainage, Rawlings Library elevator modernization, Pueblo West Library roof improvements.**		Executive Director
	Q1 - Work in all of these areas has begun. Progress is steady.		
	Q2 - The Rawlings Library elevator project has kicked off. Construction work on site is planned for early September. We are currently working on a communication plan to share information with the public about this important project. The Pueblo West Library roofing project has begun. Our roofing consultant is monitoring the project. Work to address the Rawlings Library stormwater drainage issue is underway with some kind of resolution in sight.		
	Q3 - The Pueblo West roofing project is completed with final payment of retainage expected in October. The Rawlings Library drainage redesign is actively in motion with final steps contemplated for early 2026. The Rawlings Library elevator modernization is ongoing with onsite contruction beginning on or around the week of October 20, 2025. Project completion is planned for Q1 2026.		

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Strategic Focus	**Objective**	**Status**	**Leader**
	Provide successful project managment of facility improvement projects to ensure that activities remain within the budget and achieve completion including the Rawlings Library elevator modernization, Lucero Library expansion and renovation, Rawlings library stormwater features, Pueblo West Library roof upgrades, the installation of a culvert at the Giodone Library and upgrades to building access system and fire and security monitoring systems.		Facilities Superintendent
	Q1 - Elevator moderization has been awarded to Schindler Elveator, should start around May. Lucero is going well, close to budget and should be done on time or sooner. Still waitng on the laywers to get the final information to move forward on this project. Pueblo West roof upgrades are currently in the RFB process ran by Dan Cupit our roofing expert, bids are due by April 9. Giodone culvert will be posponed until next year. Fire, security, and building access are still waiting on pricing from the vendor.		
	Q2 - Schindler Elevator is in the process of ordering material for the elevator moderization. Construction hould start in September. Lucero is about 80% complete and is on track. Consultation with HW Houston Construction has happened for the Rawlings drainage issue; waiting on legal outcomes. Pueblo West reroof project started stocking supplies for roof early July; the project should take 3 to 4 weeks to complete. Giodone culvert is postponed until next year. Colorado Security has started the upgrades to building security systems and so far has completed Greenhorn, Lamb, and Rawlings libraries. Still need to complete security/building access upgrades to Pueblo West and Giodone libraries as of July 7.		
	Q3 - The elvator moderization will now start in October. Lucero remodel is substanially completed with punch list items being addressed. Pueblo West roofing project is complete except for a couple minor punchlist items. Giodone culvert project has been canceled due to a lack of need for that infrastucture. We are working on upgrades to security systems, door acess, and fire systems.		
	Accomplish facilities improvement and asset replacment goals which include parking lot improvements at Giodone and Greenhorn Valley libraries, paint exterior of Greenhorn Valley Library, other maintenance activities.		Facilities Superintendent
	Q1 - We awarded the contract to seal coat Giodone and Greenhron parking lots to Steel City Black Top. They cracked filled the parking lots Sunday March 23 and will complete the job in May. We have recieved one bid for appying stucco instead of painting Greenhorn siding and awaiting on 2 more bids. We will paint Giodone out of the facilities budget due to low costs. We are stocking up on crucial spare parts for our essential equipment like boilers, air handlers, pumps, controls, and HVAC systems. We installed new cabinets at Pueblo West coffeee room and purchased new computer chairs replacing the old worn out ones.		
	Q2 - Greenhorn and Giodone parking lot crack fill and seal was completed on June 22 and 31. Bids are secured for Greenhorn Library stucco upgrades ranging from $30,000 -$60,000. Waiting on budget approval. Giodone exterior was painted on 21. We have recieved most of our backup stock replacement parts for equipment.		

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	Q3 - Rawlings Library improvements are in progress--including relocating User Services department manager offices. The Rawlings elevator moderization contruction phase will commence very soon with installation of a fence around the generator at the Rawlings Library upon completion of that project. Lighting upgrades at the Giodone Library are 80% complete. Greenhorn Valley Library and Lamb Library basement lighting will be upgraded next to high efficient LED lighting. We are tracking our energy usage at the Rawlings Library per state and federal government regulation, and the district also reached its energy reduction goals. We are upgrading downspouts at the Barkman Library to prevent erosion on the south side of the building. We are getting bids to repair the concrete pan at the Rawlings east parking lot entrance and two sunken sidewalks portions. Pricing for Barkman Libray exterior signage is being collected with installation planned before year end. Greenhorn Valley Library stucco work is postponed until 2026.		
	Outreach & Community Engagement		
Marketing & Outreach	**Successfully launch the grand opening of the Lucero Library through fulfillment of the $2M capital campaign, engagement of community stakeholders, completion of memorial and legacy walls for Patrick A. Lucero and the Pueblo eastside community.**		Executive Director of Foundation & Strategic Initiatives
	Q1 - A week-long set of activities is being developed for the week of September 29 through October 4th. Fundraising for this project is on-going.		
	Q2 - Fundraising and stakeholder engagement is ongoing for the project. Plans for the memorial and legacy walls are completed and being executed. The grand reopening events are planned.		
	Q3 - All grand opening events have been planned and will be concluded by Oct. 2, 2025. For fundraising, about $150,000 is still pending from donors as pledges, this will be concluded by the end of the year.		
Access to Services	**Broaden scope of district outreach efforts through the development of a long-range outreach plan and branding. This includes assessing and implementing an increase in outreach services in Bessemer at the Wellness Center and Minnequa Apartments, returning Books in the Park to Ray Aguilera Park, determining staffing needs for outreach efforts and making adjustments as needed. Develop a more strategic approach to community outreach that emphasizes effective marketing and promotion of programs.**		Associate Director of Public Service & Manager of Rawlings Library & Customer Service
	Q1 - Due to safety concerns and logistics, Books in the Park will not return to Ray Aguilera Park in 2025. Books in the Park will remain at Minnequa Park which also serves Bessemer and the southside. Outreach has been expanded to the Bessemer Wellness Center where the Adult Services team maintains a small browsing collection, marketing, referral services, access to the Adult Literacy Program and weekly services provided by the Adalante Connect Digital Navigator. An IGA with Minnequa Apartments has been drafted and will be reviewed by the Trustees in April. An Outreach Committee has also been seated to facilitate staff collaboration, development of outreach best practices and increased district capacity to expand outreach efforts.		
	Q2 - The Outreach Committee has centralized efforts to coordinate outreach programs, explored outreach best practices, and has begun working on tools to improve outreach efficacy. The IGA with the Housing Authority has been approved and programming at Minnequa Apartments will begin in September.		

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Strategic Focus	**Objective**	**Status**	**Leader**
	Q3 - The Outreach Committee continues their work to support district outreach efforts. Adult Services maintains the collection at the Bessemer Wellness Centern and attends outreach events to support the wellness center and promote library services to its clients. A grand opening for the Minnequa Apartments Pop-Up library was held and monthly events have been scheduled through the end of the year. Planning to centralize outreach support has begun to include moving the outreach librarian to Rawlings, outlining key responsibilities, and setting the groundwork for a smooth transition.		
	Financial Capacity & Best Practices		
Internal Capacity	**Determine and prepare for the financial impacts of property tax legislation including updating 10-year financial projection and aligning the new strategic plan with forecasted impacts of macroeconomic developments (property tax revenue, closure of Comanche 3, need for future library renovations and service points, etc.)**		Executive Director and CFO
	Q1 - In the first quarter of 2025, the CFO and Executive Director have been focused on collecting data regarding tax changes that will impact the PCCLD budget in the upcoming years. In the second quarter, this collected information will be utilized to forecast these changes within the ten-year budget before work on the 2026 budget commences.		
	Q2 - Property tax projections for 2026 and beyond are currently being worked on. The 2026 Budget launch is happening on time in July.		
	Q3 - As the 2026 budget work commences, the CFO and Compliance Consultant are creating new calculations for property tax revenue in line with updated Colorado statutes. This will be incporated into the 2026 budget and also the 10-year financial projection. Forecasting of future needs and planning has begun.		
	Evaluate and update financial policies as needed; benchmark best practices and peer libraries when setting policies, procedures and internal controls.		CFO
	Q1 - For the first quarter of 2025, in reviewing our financial policies, two specific policies have been identified for updates. Policy 4.01.03 regarding the employee code of ethics related to procurement and business dealings with PCCLD, both as a vendor and an employee, and Finance Policy 04.01.04, which pertains to the PCCLD travel policy. In the second quarter of 2024, the Finance department will benchmark these policies against those of comparable libraries before implementing the necessary revisions.		
	Q2 - Work to review and update finance policies has begun.		
	Q3 - The Expense Reimbursement policy 04.01.04 has been updated which includes the procedures and form for travel and expense reimbursement. This provides needed updates to our travel policy and provides direction and rules regarding library travel. Future finance policy updates will hapen in 2026.		
	Strategic Initiatives		
	Develop the Pueblo City-County Library District's 2026-2030 strategic plan by building on past successes and ensuring continued excellence in the delivery of library services. Create a comprehensive strategic plan that evaluates and creates alignment with PCCLD's mission and vision. This work includes a refresh of vision and mission statements and assessment of community needs and library users' preferences.		

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Strategic Focus	**Objective**	**Status**	**Leader**
	Q1 - Assessment of the current strategic plan achievements, compilation of community and internal data, and research into current library trends have been completed. A community survey has been finalized and has been launched to the public and library stakeholders on April 8th. Dates have been set for community focus groups and PCCLD's annual planning retreat.		Exec Dir of Foundation & Strategic Init & Associate Director
	Q2 - Surveys have been completed (1,200 received), focus groups have been scheduled and will conclude July 31, and the annual strategic planning meeting will be held August 21, 2025. All activities are on schedule.		
	Q3 - A strategic planning retreat was held in August, a presentation to all staff in September, a presentation to library board of trustees in September, and a final presentation will be given to trustees (requesting approval) in October.		
Access to Services	**Increase digital equity services and launch digital navigator program at multiple library locations. Seek funding for these library programs and services.**		Associate Director & Director of Tech Services
	Q1 - PCCLD is partnering with CSU-Pueblo through the Adelante Connect grant to provide digital navigation services at Rawlings, Lamb and Lucero libraries. Digital navigators provide drop-in services twice per week at each location and additional technology equipment has been purchased for Lamb and Lucero with grant funds. Online learning modules about getting a library card, accessing eContent and using library databases is currently in creation.		
	Q2 - Digital Navigators continue to provide services at designated anchor sites. Adelante Connect funding was used to purchase additional technology equipment at anchor sites and PCCLD was approved for funding to purchase ADA workstations for all library branches. Three digital learning modules about library access and resources were created and added to the Adelante Connect Website.		
	Q3 - Digital navigation efforts through the Adelante Connect program are ongoing. PCCLD representatives will attend the SHLB Conference in October as part of this partnership and to support future planning for digital equity.		
	Operational Strength		
Access to Services	**Reimagine purchasing strategies and space for collections at Lamb Library with consultation from Third Way Space Planning in order to increase physical circulations.**		Director of Tech Services
	Q1 - The consultant from Third Way Space Planning visited the Lamb branch in January. He has submitted his draft plan to library leadership who will review in Q2. Public service teams have begun implementing his merchandising stragegies in order to increase circulation.		
	Q2 - The 2026 budget will be evaluated to see if space changes improvements at Lamb Library can be implemented. Public service teams are continuing merchandising library materials and more training is scheduled for later in the year.		
	Q3 - Most branches have implemented the merchandising strategies for their overall collections and displays. The most recent work has been done with Rawlings media and Lucero's opening day collection.		
	Assess feasibility for implementation of alternate schedules for Public Services. Includes assessment of operating hours district-wide and reporting on visit data.		Associate Director of

2025 Annual Plan			
Strategic Focus	**Objective**	**Status**	**Leader**
	Q1 - Data is being analyzed to identify the number of patrons who visit district library locations during the first and last two hours of operation daily. Additionally, data about peak visitation times is being assessed to evaluate current customer service staffing needs at all locations.		Associate Director of Public Service & Manager of Rawlings Library & Customer Service
	Q2 - Usage of substitutes at district locations is currently being evaluated to better understand scheduling needs which impact the viability of alternate schedules. Tracking of visit data continues.		
	Q3 - It has been determined that alternative scheduling is not a viable option for Public Services at this time.		
Internal Capacity	**Continue ongoing review and revision of Customer Service Policies and Procedures.**		Associate Director of Public Services
	Q1 - The following policies and accompanying procedures, guidelines and forms were created or revised this quarter: 03.01.01 *Hours of Operation*, 03.05.05 *Free Speech Activities*, 03.06.05 *Law Enforcement Requests for Patron and Staff Information*, and 03.04.02 *Local History and Genealogy Resources.*		
	Q2 - Policy work continues and the following policies, procedures and guidelines were revised this quarter: *03.02.07 Interlibrary Loans, 03.02.08 Copyright and Licensing Agreements,* and *Programming Guidelines 03.07.01.G1-G8*. Approval is pending for *03.04.01 Customer Information Services* and accompanying procedures.		
	Q3 - The following policies and their accompanying procedures/guidelines have undergone review, revision and approval during Q3: *03.04.01 Customer Information Services, 03.07.01 Library Programs & Events, 03.02.02 - Confidentiality of Customer Records, 03.02.03 - Personal Identifying Information, 03.06.05 - Law Enforcement Requests for Patron and Staff Information.*		
Access to Services	**Continue to develop the customer service team to adopt a more elevated and proactive approach to customer service. Work to identify and establish district-wide values and procedures that will foster a consistent and enhanced customer experience across the entire library district. Lead the transition process for expansion of specific roles to include direct customer service.**		Manager of Rawlings Library & Customer Experience
	Q1 - This quarter, the customer service team focused on what it means to go above and beyond in order to better serve patrons and enhance the customer experience. We explored various scenarios and examples, which helped deepen our understanding of customer service expectations. The conversation naturally evolved into the concept of 'getting to yes,' which really resonated with the team. We'll continue to build on this idea moving forward. To identify and establish district-wide values, a review of values and value statements from other library districts was conducted. These will serve as benchmarks for developing the PCCLD customer service values. A meeting was held with the HR Director, Associate Director, and Rawlings Manager to discuss the initial steps for expanding MHTs to take on CSR responsibilities. The next steps involve the Rawlings Managers overseeing CSRs meeting to discuss how this could be implemented at the Rawlings branch.		
	Q2 -The RA Managers, in collaboration with the ELD and USD Adult Services Managers, evaluated the feasibility of merging the MHT and CSR positions at the Rawlings branch. The process involved identifying the pros and cons, outlining the detailed duties of CSRs and MHT staff in each department, and developing a potential pilot program for implementation if appropriate. After a thorough review and discussions with the Director of HR and the Associate Director of PCCLD, it was determined that the merger presented too many logistical challenges to be considered feasible at this time. Branch customer service roles are consolidated into the CSR II job.		

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	Q3 - In collaboration with the Assistant Manager of PW Library, we completed a customer service onboarding presentation. This presentation lays the groundwork for consistent expectations around customer service across the district, helping create continuity and a better experience at every service point. The first session for new staff will be held in October, and we'll also record it for future use.		
	Information Technology & Library Systems		
Technology	**Enhance cybersecurity posture by implementing a comprehensive cybersecurity framework including email security gateway, IDS/IPS system, and advanced antivirus solutions.**		Director of IT
	Q1 - We were awarded funding through ERATE for cybersecurity enhancements and have gone to RFP for these products/services. These include the above mentioned services/products. We will implement those improvements this year.		
	Q2 - Scoring for Antivirus RFPs completed, scoring for IDS and Email Security Gateway under way and to conclude in the next month, Implementation for antivirus will begin after board approval.		
	Q3 - Gap analysis was conducted and a plan put together for next steps. IDS, Email Security, and Antivirus contracts were approved by the trustee board and have now been added to E-rate Form 471 through for USAC funding consideration. Kickoff calls have been made and Information gathering for implementation has started.		
	Create IT policies and procedures to govern IT resources including hardware, software, networks, data, and technology related assets; benchmark best practices and peer libraries.		Director of IT
	Q1 - An Acceptable Use Polciy has been developed. We've also completed the districts transition to Meraki Wireless Access Points and have retired the Ciso Aironet Wifi System.		
	Q2 - PCI Policy has been created. IT will be working with HR in the near future to go over onboarding policies for volunteers.		
	Q3 - An IT network refit is almost completed which includes replacing all end of life Cisco network equipment with Aurba Switching. Server rehabing and high availablity engineering is underway. A separate network for storage data has now been created, and systems will soon migrate to this new network and server. The IT Asset Management policy 05.02.01 was sent to the trustee Legislative & Government Committee and the Change Advisory Board for review and consideration for approval.		
	Optimize IT infrastructure and support specific goals including automating routine IT tasks, such as patch management and software deployment, improving help desk response times, implementing CIPA-compliant internet filtering, and procurement and installation of IT assets as budgeted.		Director of IT
	Q1 - Our patching processes and procedures continue to expand. We're developing the command and control section of our automated patching system. This will allow us to remotely admin and inventory computer systems and the software they run. We're also working with Comprise to re-commission SAM for our library system. The SAM rollout will enable CIPA-compliant filtering on the Patron PCs.		
	Q2 - Our Patron environment has been introduced to our atomated patching system and the testing of the Comprise Smart Access Management (SAM) software has completed for all but two sites. SAM go live date is currently being reviewed for a seemless deployment. SAM supports library patron use of printing, copying, computer services, and other equipment.		

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	Q3 - New access management software (SAM = System Access Management) deployment is nearly complete district-wide This software provides access to public PCs and and print management services. The SAM internet filter will be implemented next for public computers and WiFi. Patch management is being centrally managed for most systems, and licenses for new patron computers are being deployed.		
Access to Services	**Leverage grants and programs such as E-rate to expand the hotspot/device collection and create a larger digital footprint within the community.**		Director of Tech Services
	Q1 - Erate has been applied for and AT&T won the vendor bid for a rollout of 300-400 hotspots to be deployed after July 1.		
	Q2 - Funding for hotspots by the Erate program is on hold for now due to federal congressional activities; however the library was able to purchase 300 hotspots from AT&T for the same price as Erate pricing. Hotspots should be ready for circulation by August 1st.		
	Q3- New hotspots, paid for by the Technical Services budget, have been processed and are being put into circulation. A committee of library staff was formed to implement internet filtering for youth hotspots for compliance with CIPA (Child Internet Protection Act). Public services library staff have been made aware of the CIPA compliance requirements and information will be disseminated to patrons.		
	Utilize LibraryIQ collection development, DEI, and weeding reports to maximize physical circulations within the materials budget.		Director of Tech Services
	Q1 - In order to reduce budget, an analysis of resouce usage has been conducted. Physcial newspapers along with two subscription databases will be going away over the next few months. Collection development continues to use weeding and balance reports to move material throughout the district in order increase circulation.		
	Q2-More tools have become available within LibraryIQ which the team will explore in Q3. Weeding and inventory of the collection continues to happen on a regular schedule. Physical magazines that are available digitally are being removed from the collection in oder to stay within budget and promote digital resources.		
	Q3- The demographics module of LibraryIQ has been purchased to evaluate gaps within the collections in certain geographical locations. More databases have also been canceled due to low usage. We are purchasing EZ Proxy Analytics which will allow us to see which databases have high and low usage. Holds data is now available in LibraryIQ.		