ANNUAL PLANNING RETREAT 2017

The meeting started with a review of the results of the 2016 Annual Planning Retreat which included:

- Community Partnerships:
  - ConnectED
  - Pueblo Arachaelogical Society and El Pueblo Museum
- Library cards for every student: ConnectED
- Promote use of digital resources by partnering with higher ed: Library @ the U
- MakerSpace: Greenhorn Valley has initiated and is working to establish 4H Maker Club
- Remodel Youth Services: Teen space created on 2nd floor with grant from Friends of the Library.

Sherri Baca provided a budget overview and announced that the initial estimate from the Assessor's Office is the library will receive about a 1% increase in tax revenue in 2017. With anticipated salary increases, this represents a flat budget for the library with no significant new revenue. 2017 is a tax reassessment year, and that could result in additional revenue in 2018.

Each team was asked to create five well-described objectives for 2017 in view of the flat budget and consider how the library would pay for any new initiatives.

THINGS

- Re-evaluate RFID tags and other ways to prevent theft and also by exploring other media sources. (Cost saving and budgeted)
- Re-evaluate policies and procedures to reduce barriers, e.g. eliminate fines, improve SVA system. (Reduce some online databases and Save staff time)
- Look for less expensive off-line alternatives to laptops and explore ways to make tablets more versatile. ($25,000 cost savings from laptops)
- Raise percent of budget to increase materials budget. Spend more/circulate more, and balance formats to reach diverse population, e.g. BOOKS (Use 1% increase and cost savings)
- Review and re-market digital resources and make online resources more visible on website. (Budget neutral)

PROGRAMS

- Improved programming collaboration (Reprioritize staff time by utilizing sub budget)
  - Evaluate centralized youth programming
  - Community partnership database
  - Annual Planning Meeting via Lure 'Em
- Ongoing data driven-evaluation (Reprioritize staff time by utilizing sub budget)
- Continue Outcome evaluations (Reprioritize staff time by utilizing sub budget)
- Attracting new users (Reallocate existing marketing budget)
  - Intentional inclusivity

SPACES

- Review and revise replacement plan to ensure better maintained facilities (No cost)
    - Replacement of carpet, paint, etc.
    - Furniture – assets
    - Technology, PCs, security cameras
- Improve equal access to facilities (seek Grants)
    - Replace ADA Assistive Technology
    - Improve accessible parking (add & enforce)
    - Identify grants
    - Enlarge Lamb entrance
- Conduct "space use" inventory to identify ways to use spaces differently (Community support & no cost)
    - Outdoor learning commons (Grants)
    - Partnerships for space outside library
    - Identify needs for expansion and facelifts to improve curb appeal (Sponsorships)
- Conduct walk through of all facilities to assess current conditions and needed improvements (Offset costs-replacement vs. repairs)
    - Cleanliness, janitorial
    - Grungy carpet removal
    - Paint (interior/exterior)
    - Landscaping
    - Lighting
    - Security
- Evaluate storage practices to create efficiencies (Sell & make $!!! or offset costs)
    - "Area 622"
    - Review asset disposition & disposal practices /policies
    - Create efficient use of space at all locations ("tiny house")

PEOPLE

- Onboarding (Budgeting by design / Budget Reallocation / Reallocation of staff time/budget)
- Training / Education / Safety (Ownership of current software / Digital badge completion)
- Employee Recognition (Has own budget / Digital badge completion)
- Work/Life Balance (Staff Development Day budget)
- Social Skills / Interaction training (Staff Development Day budget)

Teams were then shuffled and asked to review the list above and prioritize the top three objectives and return. After those were reviewed, four additional objectives were added for consideration:

- Establish a Community Partnership database
- Senior citizen specialist to provide programs and support for those 60 and up. It was also noted that people are moving to Pueblo to retire.
- Focus on growing professional volunteer pool
- District tween specialist

The entire group was then asked to distribute 10 dots on the top objectives.

ANNUAL PLANNING RETREAT 2017 RESULTS

40   Raise percent of budget to increase materials budget. Spend more/circulate more, and balance formats to reach diverse population, e.g. BOOKS

33   Review and revise replacement plan to ensure better maintained facilities
- Replacement of carpet, paint, etc.
- Furniture – assets
- Technology, PCs, security cameras

31   Improve equal access to facilities
- Replace ADA Assistive Technology
- Improve accessible parking
- Identify grants
- Enlarge Lamb entrance

28   Review and re-market digital resources and make online resources more visible on website.

27   Attract new users (intentional inclusivity)

22   Conduct walk through of all facilities to assess current conditions and needed improvements
- Cleanliness, janitorial
- Grungy carpet removal
- Paint (interior/exterior)
- Landscaping
- Lighting
- Security

20   Training / Education / Safety

18   Re-evaluate RFID tags and other ways to prevent theft and also by exploring other media sources.

17   Senior citizen specialist to provide programs and support for those 60 and up. It was also noted that people are moving to Pueblo to retire.

13   Establish a Community Partnership database

11   Focus on growing professional volunteer pool

8   Conduct "space use" inventory to identify ways to use spaces differently
- Outdoor learning commons (Grants)
- Partnerships for space outside library
- Identify needs for expansion and facelifts to improve curb appeal (Sponsorships)

5   Improved programming collaboration
- Evaluate centralized youth programming
- Community partnership database
- Annual Planning Meeting via Lure 'Em to the Library

3   District tween specialist