

FY 2025 Library Work Plan

Goal	Outcome	Responsibility	Timeline	Comments/Project
<p>Collection Analysis Evaluate collections in terms of allocated space, funding, and usage and readjust as necessary. Take work from DEI intern and apply methodology to other collections.</p>	<p>Re-balance collection funding, weed, and identify holes in collection. Create a list of recommended materials purchases to increase diversity, equity, and inclusions in collections.</p>	<p>Ethan, Shasta, Greg, Jo</p>	<p>Create plan to evaluate collections by January Work through collections throughout the year</p>	
<p>Teen Services Evaluate teen programming needs and recent teen surveys. Explore short- and long-term solutions for noise and space constraints of the teen area.</p>	<p>Create list of programs and services for teens we would offer if we had the staffing and resources. Work with PW to implement short-term solutions for teen space noise issue.</p>	<p>Ethan, YS, Shasta</p>	<p>Evaluate surveys by February Research other libraries' teen programs by March Interview teens by May Work with PW by February</p>	
<p>Children's Patio Improvements Commission an architect to do initial design work and cost estimates for patio improvements.</p>	<p>Have a workable design plan for patio improvements and work with Foundation to secure funding.</p>	<p>Management Team</p>	<p>Put design work in FY26 budget, if passed, hire architect in July</p>	
<p>RFID Update and Book Lockers Along with other LINCC libraries, successfully transition to new RFID self-check and explore the acquisition of a set of book lockers for after-hours holds pickup.</p>	<p>Install and Implement new RFID self checks Evaluate funding methods for book lockers</p>	<p>Lizzie, Shasta</p>	<p>Timeline dictated by LINCC</p>	
<p>Building Improvements Explore costs and funding avenues for improvements to staff break room. Identify location and potential costs for additional study rooms.</p>	<p>Have a workable design plan for building improvements to then identify funding sources.</p>	<p>Management Team</p>	<p>Put design work in FY26 budget, if passed, hire architect in July</p>	