



Sedalia Public Library

Strategic Plan

Fiscal Year April 1, 2024-March 31, 2025

311 West 3rd Street

Sedalia, MO 65301

660-826-1314

www.sedalialibrary.com

Last updated 2-7-24



Mission Statement

Sedalia Public Library: Bringing individuals, information, and ideas together.

Vision Statement

The Sedalia Public Library strives to be a trusted source at the heart of our community, connecting every person to opportunities, enriching lives, inspiring curiosity, and leading to a lifetime of learning.

Building

Sedalia Public Library strives to provide patrons with the best possible library experience in a building that is safe, well maintained, and welcoming.

GOAL 1:

- The Interior Signs are highly visible and comply with ADA guidelines, as required. **(Standard 3.3.2).**
- The space is designed to encourage self-directed use of the library but also locates staff in places they are regularly needed. **(Standard 3.1.4)**

-Install collection signs that are highly visible so that patrons can easily find materials.

-Install lobby & room signage which makes the library easier for patrons to navigate.

GOAL 2:

- Provide and utilize materials in the building (e.g. study tables/comfortable chairs, charging stations). **(Standard 3.2.13)**

-Install new comfortable seating in available areas of the library; such as non-fiction and the mezzanine.

-Provide charging stations in additional areas of the library and/or make them available at the circulation desk for patrons use.

GOAL 3:

- Library policies are in place to address usage and maintenance of facilities. **(Standard 3.4.2)**

-Develop a Maintenance Schedule to include details about general building upkeep so that tasks are done on a regular basis.

Building

GOAL 4:

-Exterior signs include building number, name of the library, and hours of service. (Standard 3.3.1).

-Decide on the type of sign and budget.

-A monument, electronic sign is preferred, but would require fundraising, monetary contributions from the Foundation, and/or a request to utilize reserve funding.

-This may be a goal that requires a bit more time, depending on the type of sign we would like to get.

GOAL 5: (Option 1)

-Building and grounds are designed to be environment friendly and sustainable, and whenever possible, meet LEED (Leadership in Energy & Environmental Design) standards. (Standard 3.1.7)

-Interior Lighting is evenly distributed, bright, and free of glare. (Standard 3.2.6)

-Heating, air condition, and lighting designs are chose to balance energy conservation, patron comfort, materials preservation, and financial considerations. (Standard 3.1.9)

-Continue to replace interior lights throughout the building with LED lighting.

**The main floor LED lighting project was completed 2022.*

GOAL 5: (Option 2)

-Heating, air condition, and lighting designs are chosen to balance energy conservation, patron comfort, materials preservation, and financial considerations. (Standard 3.1.9)

-For the comfort of the public and staff as well as the protection of library materials, proper temperature and humidity control is maintained throughout the year. (Standard 3.2.3)

-Replace steam boiler heating system.

Services & Programming

Sedalia Public Library strives to provide patrons with library programs and events which bring individuals, information, and ideas together.

GOAL 1:

-The library offers onsite resources for formally or informally making comments or suggestions about library services and programs. (Standard 6.4.1)

-The library evaluates patron/user satisfaction with programs and services on a regular basis. (Standard 6.4.2)

-Offer opportunities at least once per month for patrons to evaluate, make suggestions, and comments by scanning QR code or writing on paper. In addition, we offer a comment area on our website.

GOAL 2:

-Expand programs offered in an attempt to increase participation.

-Expand Children's Department programs to include a variety of programs and ages on Monday nights.

GOAL 3:

-Expand programs offered in an attempt to increase participation.

-Expand Adult Services to include a variety of programs and events, with an additional program each month. Offer more passive programs when the opportunity is appropriate. (Craft events, guest speakers, etc.)

Services & Programming

GOAL 4:

-The library offers information on basic literacy resources for all ages.

(Standard 6.1.15)

-Children's Department: Promote easy ways for families to include early literacy activities into their daily routine, such as the Literacy Calendar.

GOAL 5:

-The library offers, partners with, or refers adults with basic literacy needs to appropriate and accessible resources and programs. (Standard 6.3.2)

-The library offers information on basic literacy resources for all ages.

(Standard 6.1.15)

-Adult Services: Seek out community resources available & provide relevant resources to patrons needing assistance with literacy skills.

Collections & Technology

Sedalia Public Library strives to provide patrons with a library collection and technology services that are relevant, trust-worthy, and user friendly.

Collection Development

GOAL 1:

-Collection management includes policies and procedures for material removal utilizing the CREW (Continuous Review, Evaluation, and Weeding) method for maintaining the relevancy of the collection. (Standard 5.2.3)

*-Staff PD started professional development on CREW method in Nov. 2023
-Weeding/inventory started Nov. 2023; with the intention that these will be annual routines in order to keep the collection updated*

GOAL 2:

-Evaluate the collection as a whole, upon completion of inventory, to determine gaps & replacement of lost books.

-this will be an ongoing process as we update Horizon from inventory results

GOAL 3:

-Maintain an accurate and user-friendly catalog.

-this will be an ongoing process as we update Horizon from inventory results

GOAL 4:

-Make better use of the STEM kits in Children's Department.

-Create a "menu" of items for patrons, create inventory of all items for Horizon in order to allow check outs, decide on where/how to store them

Technology-Internal Goal

GOAL 1:

-The library has a replacement/maintenance schedule for equipment and software, reviewed every 3 years. (Standard 7.1.2)

- add this to the Technology Inventory, update annually

Technology-Patron Service Goal

GOAL 1:

-Offer support and training to help patrons with various technology needs. (Includes all Essential Standards under 7.3 Technology Support & Training)

-Set up specific appointment times to assist patrons with a technology need; (like notary services)

-Provide 6 mini “how to” tutorials to assist patrons with tasks such as: how to renew your books online, how to place a hold, and how to use popular digital resources.

-Continue to offer a variety of speakers/programs that focus on different areas of technology (similar to programs we have offered previously)

-Library staff continue to do their best to support patrons that request technology help; either at the main desk, on public computers or personal devices

Communication

Sedalia Public Library strives to communicate and connect with our community in order to share library resources and services.

GOAL 1:

-Improve how we welcome new patrons to the library.

-Staff to begin a rough draft of what this could look like & eventually share/train the entire staff.

GOAL 2:

-The library provides current information in digital form and/or print about agencies and organizations that connect community programs or interest to the patrons, like on a web page, bulletin board, or brochure rack. (Standard 6.2.3)

-Make a Community Resource Pamphlet Display that is more visible to patrons

-add a Community Resource page to website

GOAL 3:

-Determine a simple marketing schedule to communicate library news in a variety of ways. (Standard 8.1.6)

-staff work on this to decide time/who/what: newsletter, radio, newspaper, in library signage, social media, website, city wide flier in water bill, etc.

Communication

GOAL 4:

-The library participates in community initiatives and regular community events. (Standard 8.2.2)

-attend a minimum of 6 community events with the goal of promoting library services.

-Host at least one community gathering event in which the entire building is involved (movie or game night, open mic night, Bingo night, etc.)

-Expand opportunities to save our community money: 2 “swaps” per year (plant swap in Spring & game/puzzle swap in Fall)

GOAL 5:

-The library’s annual budget is posted on the website. (Standard 2.2.5)

-Provide the library’s annual report on the website (financial information is also on the City of Sedalia website)