

# SEDALIA PUBLIC LIBRARY GOALS

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**Fiscal Year April 1 2025-  
March 31, 2026**

311 W. 3rd  
Sedalia, MO 65301  
660-826-1314  
[www.sedalialibrary.com](http://www.sedalialibrary.com)



# 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.

# MO Public Library Standard #1

## Administration & Governance

### **1.1.2 A library policy manual is created with input from library staff and regularly reviewed and updated by the board.**

-Continue to build and review the policies suggested in Appendix D of the MO Public Library Standards. Ensure that staff understands policies and know how to access them.

-Have all policies well organized and easily accessible on the website.

### **1.3.3 The board is offered ongoing board training relevant to state and local laws for public officials, including but not limited to government ethics, public records, public meetings, and contracting.**

-Inform and invite the Board to relevant trainings

### **1.5.2 The library occasionally partners with other local agencies for programs and services, such as a local service organization's canned food drive.**

-Continue to partner with local agencies for drives a minimum of twice per year (CACTUS, Open Door, Salvation Army, Sedalia Area Literacy Council, Cancer Perks, etc.)

**No Goals for Standard #2**

# MO Public Library Standard #3 Facility

## **3.1.1 Physical facilities are adequate to carry out the mission of the library district and fill the needs of the population it serves.**

- Queen city room better suited for programs and events
  1. mobile tables/chairs (Estimate \$5K for mobile tables and chairs)
- Children's Department
  1. new shelves in Easy so we can open up the storytime area (\$5K)
  2. additional seating for kids and parents

## **3.2.1 The minimum number of parking spaces, including adequate handicapped accessible parking spaces is provided according to local ordinances, or at least 1 space per 500 SF of library area.**

- Suggest repavement and repainting of city lot that is located at 4th & Moniteau; request at least 2 more handicap spots near the library. (Contact Public Works) *\*Emailed Public Works 2-10-25, no response*

## **3.2.2 Storage space is available for library needs.**

- ongoing work to keep the newspaper room & staff room well organized, as those are our main storage areas

## **3.4.2 Library policies are in place to address usage and maintenance of facilities.**

- continue to update the building maintenance notebook
  1. Add specific areas of the building that will need attention in near future and areas that will need attention long range

## **Facility Long Term Goals:**

1. Queen City Room: Repair ceiling, update electrical and lighting
2. Update Staff Kitchen
3. Look into the possibility of removing the boiler to allow for additional storage in the mechanical room
4. Clean and/or replace the carpet
5. Replace the windows
6. Add electrical outlets throughout building (may need to update electrical service to allow for this)
7. Replace shelving in Children's department
8. Possibly add an alternate heating solution in Non-Fiction (issue on extremely cold days)
9. Standard 3.3.1-Exterior signs include building number, name of library, and hours of service.

# Mo Public Library Standard #4

## Human Resources

### **4.3.2 Library staff have or will obtain all the necessary technology skills to serve users in the modern library environments.**

Plan at least 2 Professional development meetings so that all staff better understand the services and resources we provide (website resources, electronic resources, card catalog/Horizon, etc.)

-Record the training for those that cannot attend

# Mo Public Library Standard #5

## Collections

### **5.1.2 The library provides materials in a variety of formats and media, including digital materials.**

-Purchase library owned electronic materials through Libby

-Adult Services: Addition of Memory Kits for Circulation (estimate around \$1000 for 5 kits to start)

-Children's Department: Possible additional items for circulation

1. Tonies
2. Vox Books
3. STEM kits

### **5.1.8 The library shares materials within a local consortium or with other libraries within the state.**

-We are currently part of a consortium of MO libraries that share materials on Libby

-We are working on transitioning from Horizon to Evergreen:

-relabel all barcodes

-new patron cards

-Updated circ computers/scanners/receipt printers

# MO Public Library Standard #6

## Services & Programming

**6.2.1 The library develops and hosts informational, educational, recreational, and cultural programs designed to meet the diverse needs and interests of the community.**

-We continue to work on this: Read, Learn, Make Focus each month with Adult Services

-Continue to look for community opportunities that we can share library services

-Children's Department Focus on Early Literacy: "1,000 Books Before Kindergarten" in the Fall 2025



# MO Public Library Standard #7

## Technology

**7.1.2 The library has a replacement/maintenance schedule for equipment and software, reviewed at least every 3 years.**

-we have a list of technology and dates of purchase, but we need to extend it to include a schedule to replace/maintain

-As of October 2025, Windows 10 will no longer be supported, so we are forced to upgrade to Windows 11. Estimate of cost: \$30K-\$35K (replacing 19 PC's and 10 monitors; as well as the card catalog computers so that they are on the web)

***Possible Ideas to Meet the Goals Listed Below:***

- 1. offer trainings twice a year to teach patrons a technology skill (Example: Apple 101)*
- 2. Have designated time that patrons can come in to request Tech help (we offered this previously)*
- 3. Add a form on the website that allow patrons to ask a "Tech Question" and we can get back with them*

**7.3.1 The library offers instruction for online and digital resources and other services using technology.**

**7.3.2 The library offers resources or one-on-one assistance in basic computer skills.**

**7.3.3 The library offers resources or one-on-one assistance in business productivity software like word processing, spreadsheets, and presentations.**

**7.3.4 The library offers resources or one-on-one assistance in internet search techniques.**

**7.3.5 The library offers resources or one-on-one assistance in using online library resources.**

## Technology Long Term

1. We would like to replace the Early Literacy Computers in Children's Department (\$10K) \*We have 2 that still work.
2. -Microfilm-Advantage Archives digitization project (this is going to be a big project) Estimate: \$200 per reel
3. ~~Invest in an updated website design; with the possibility of adding a meeting room calendar online (approved Feb. 2025)~~

# MO Public Library Standard #8

## Communication & Advocacy

### **8.1.2 The library uses multiple ways to communicate its message to the public with both traditional and new/digital message channels.**

- continue to utilize ads in the Sedalia Democrat for special events (Summer Reading, Book Sale in March, etc)
- Library Aware: use features to connect with patrons (newsletters, Next Reads newsletters, book recommendations, Readers Advisory, Social media)

### **8.2.2 Library staff members participate as active members and supporters of community organizations.**

- Staff represent the library in civic groups or organizations such as: defeet, united way, Chamber of commerce, city or downtown initiatives
- Jamie: VP of Sedalia Area Literacy Council; attend additional City Council meetings
- Kaylee has shown interest in joining an organization